LIBRARY

TOWN OF WAYLAND

# WARRANT

With Report of the Finance Committee

## 1993 ANNUAL TOWN MEETING

Thursday, April 29, 1993 7:45 P.M.

Wayland High School Fieldhouse

## ANNUAL TOWN ELECTION

Tuesday, April 27, 1993

| | |
|---|---|
| Precincts 1 and 4 | Town Building Gymnasium |
| Precincts 2 and 3 | Middle School Gymnasium |

VOTING HOURS: 7:00 A.M. - 8:00 P.M.

## ADJOURNED MEETINGS

It is anticipated that, if adjourned meetings are necessary to complete action on these Warrants, they will be held on the following dates, subject to Town Meeting approval:

May 3 - Monday

May 5 - Wednesday

May 6 - Thursday

and thereafter, as may be necessary, on Mondays, Wednesdays, and Thursdays as Town Meeting directs.

If you have any questions about the Articles, please attend the **Warrant Hearing Thursday, April 22, 1993**, at the Town Building. You may also call the Executive Secretary's office at 358-7701, Extension 166 before Town Meeting time. **Hearing time - 8:00 P.M.**

## NOTICE REGARDING MOTIONS

This warrant for Wayland Town Meeting is issued by the Board of Selectmen and is served upon all residents by mail and by posting at the Town Building, the Wayland Public Library, the Cochituate Fire Station, and the Happy Hollow School. It contains the agenda of subjects to be acted upon, i.e., the articles.

By State law, no action at the town meeting is valid unless the subject matter is contained in the warrant. This requirement means only that the subjects to be acted upon must be sufficiently stated in the warrant to apprise voters of the nature of the matters with which the meeting is authorized to deal. It does not require that the warrant contain an accurate forecast of the precise action which the meeting will take upon those subjects. A valid motion at town meeting may differ from the underlying article, but it must be within the scope of that article.

If you are in doubt about the action town meeting might take under an article, you should plan to attend the town meeting in person.

# ANNUAL TOWN MEETING

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# VOLUNTEER TO SERVE YOUR TOWN

A variety of boards, committees and commissions exists to conduct the Town's business. Throughout the year new committees may be established and vacancies on existing boards occur. Any Wayland resident is eligible to be a member of these committees. If you are interested in serving on a committee in Wayland, please complete the form below and return it to: Board of Selectmen, Town Building, 41 Cochituate Road, Wayland, MA 01778.

NAME:_____TEL NO.:_____

ADDRESS:_____

OCCUPATION:_____

AREA OF EXPERTISE/INTEREST/KNOWLEDGE:_____

EXPERIENCE IN GOV'T: (If any, not required)_____

**INDICATE INTERESTS BELOW:**

APPOINTED BOARDS - Membership on the following boards is by appointment of the Board of Selectmen or other officials. Most terms expire June 30, with new appointments or reappointments made around that time. Vacancies can, however, occur at any time.

_____Board of Registrars
_____Cable Television Committee
_____Conservation Commission
_____Council on Aging Committee
_____Finance Committee
_____Historical Commission
_____Historical District Commission
_____Housing Partnership
_____Housing Task Force
_____Cultural Council
_____Operational Review Committee (Treatment Plant)
_____Public Ceremonies Committee
_____Road Construction Committee
_____Route 20 Study Committee
_____Surface Water Quality Comm.
_____Youth Advisory Committee
_____Zoning Board of Appeals

ELECTED BOARDS - Membership on the following boards is determined by town-wide election. Occasionally, a mid-term vacancy occurs which is filled by appointment.

_____Board of Assessors
_____Board of Health
_____Housing Authority
_____Park & Recreation Commission
_____Planning Board
_____Board of Road Commissioners
_____Trustees of Public Library
_____Water Commission

GENERAL INTEREST - If you have a general interest in serving the community other than through the Boards already presented, list your special skills or interests below.

Surveys will be kept on file for one year. Respondents will be contacted if vacancies occur within that time.

**TOWN OF WAYLAND**
**MASSACHUSETTS**
**01778**

## NOTICE

You are hereby notified that the Precinct Lines for the Town of Wayland have been realigned.

*Precinct 1* and *Precinct 4* vote in the Wayland Town Building Gym

*Precinct 2* and *Precinct 3* vote in the Wayland Middle School Gym

**PLEASE LOCATE YOUR STREET AND PRECINCT NUMBER AND REFER TO THIS NOTICE ON ELECTION DAY APRIL 27, 1993**

If you have any questions, please call the Town Clerk's Office at 358-7701, extension 102 or extension 103.

Adopted by: Wayland Board of Selectmen
August 4, 1992

Approved by: Commonwealth of Massachusetts
Local Elections district Review Commission
August 27, 1992

Judith L. St. Croix, CMC
Town Clerk

***PRECINCT 1***
Bounded as follows:

On the east by Old Connecticut Path, Cochituate Road, Concord Road, Glezen Lane, the Wayland-Weston town line and the Wayland-Lincoln town line, and

On the north by the Wayland-Lincoln town line, and

On the west by the Wayland-Sudbury town line and the Wayland-Framingham town line, and

On the south by the Wayland-Framingham town line.

***PRECINCT 2***
Bounded as follows:

On the east by Main Street, and

On the north by Happy Hollow Road, Rice Spring Lane, Juniper lane, Pequot Road and the Dudley Pond Brook, and

On the northwest by Old Connecticut Path, and

On the southwest by the Wayland-Framingham town line and the Wayland-Natick town line, and

On the south by the Wayland-Natick town line.

***PRECINCT 3***

Bounded as follows: On the east by the Wayland-Natick town line, and

On the north by Mainstone Road, Rice Road, Woodridge Road, Cochituate Road, and Old Connecticut Path, and

On the south and west by the Dudley Pond Brook, Pequot Road, Juniper Lane, Rice Spring Lane, Happy Hollow Road, Cochituate Road and Main Street, and

On the south by the Wayland-Natick town line.

***PRECINCT 4***

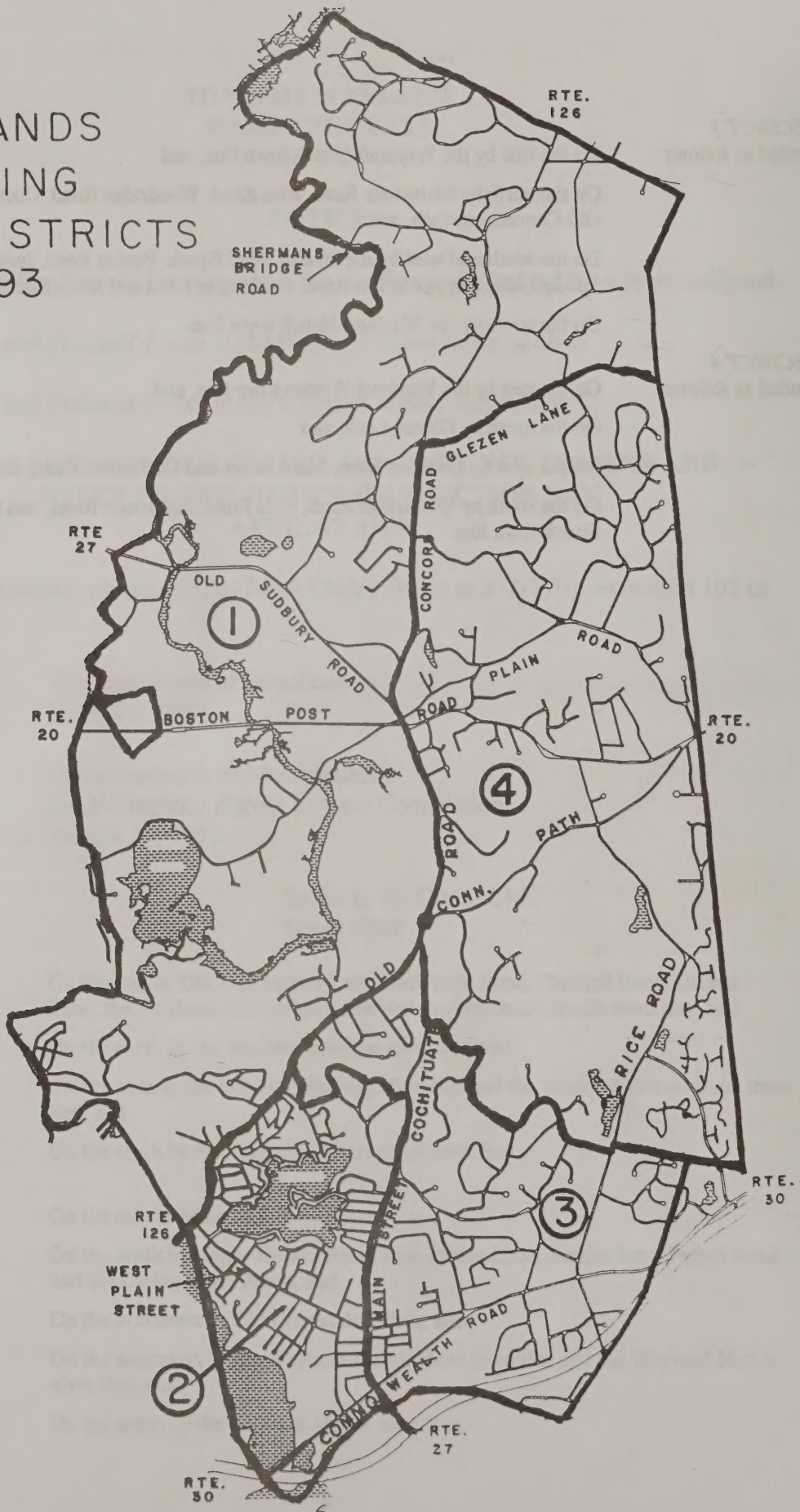
Bounded as follows: On the east by the Wayland-Weston town line, and

On the north by Glezen Lane, and

On the west by Concord Road, Main Street and Cochituate Road, and

On the south by Woodridge Road, Rice Road, Mainstone Road, and the Wayland-Natick town line.

# WAYLANDS VOTING DISTRICTS 1993



## PRECINCT 1

ACORN LANE
ALPINE ROAD
ANTHONY ROAD
AUTUMN LANE
BOSTON POST RD WEST (262-397)
BOW ROAD
CAMERON ROAD
CAMPBELL ROAD
CASTLE ROAD
CHARENA ROAD
CLARENCE ROAD
COCHITUATE ROAD (1-39 ODD)
CONCORD ROAD (8-130 EVEN, 140-322)
EAST ROAD
ERWIN ROAD
FOLSOMS POND ROAD
GLEZEN LANE (EVEN)
GRAYBIRCH LANE
GRISCOM ROAD
GROVE STREET
HAMPSHIRE ROAD
HANE ROAD
HAZELBROOK LANE
HEARD ROAD
HEREFORD ROAD
HICKORY HILL ROAD
HIGHGATE ROAD
HOLBROOK ROAD
HOLIDAY ROAD
JEFFREY ROAD
KELSEY ROAD
LAUNCHER WAY
LINCOLN ROAD
LOBLOLLY LANE
MARSHALL TERRACE
MEADOW VIEW ROAD
MICHAEL ROAD
MOORE ROAD
NOLAN FARM ROAD
OAK HILL ROAD
OLD CONN PATH (200-476 EVEN)
OLD SUDBURY ROAD
ORCHARD LANE
OVERLOOK ROAD
OXBOW ROAD
PELHAM ISLAND ROAD
PINE STREET
RAVINE ROAD
RED BARN ROAD
RIVER ROAD
RIVERVIEW AVENUE
RIVERVIEW CIRCLE
SEDGEMEADOW ROAD
SHERMAN'S BRIDGE ROAD
SHORE DRIVE
SPRUCE TREE LANE
STONEBRIDGE ROAD
SWEET GRASS LANE
TALLY HO LANE
TRAINING FIELD ROAD
WALLACE ROAD
WALTHAM ROAD
WATER ROW
WAYSIDE ROAD
WEIR MEADOW ROAD
YORK ROAD

## PRECINCT 2

ADELAIDE AVENUE
ALGONQUIN PATH
AMEY ROAD
BAYFIELD ROAD
BEECH ROAD
BENT AVENUE
BIRCH ROAD
BOGREN LANE
BRADFORD STREET
CASTLE GATE ROAD
CEDAR CREST ROAD
CHARLES STREET
CHESTNUT ROAD
COCHITUATE ROAD (200-299 NOT 225,229)
COMM ROAD WEST
CORMANS LANE
COTTAGE ROAD
CREST ROAD
CROSS STREET
CURTISS ROAD
DAMON STREET
DORAN ROAD
DUDLEY ROAD
EDGEWOOD ROAD
EMERSON ROAD
FAIRFIELD ROAD
FULLER ROAD
GAGE ROAD
GARDEN PATH
GENNARO CIRCLE
GEORGE STREET
GOODMAN LANE
GRACE ROAD
GRIFFIN CIRCLE
HAMMOND ROAD
HAPPY HOLLOW ROAD (2,6-24)
HARRISON STREET
HAWTHORNE ROAD
HEMLOCK ROAD
INDIAN ROAD
JUNIPER LANE (ODD)
KING STREET
KNOLLWOOD LANE
LAKE ROAD
LAKE ROAD TERRACE
LAKESHORE DRIVE
LAKEVIEW ROAD
LODGE ROAD
MAGUIRE ROAD
MAIDEN LANE
MAIN STREET (72-298 EVEN)
MANSION ROAD
MASSASOIT PATH
MATHEWS DRIVE
MAYFLOWER PATH
MITCHELL STREET
MORRILL DRIVE
OLD CONN PATH (274,278,286)
OLD CONN PATH (290,296-329)
OLD CONN PATH (341-463 ODD)
PARK LANE
PARKLAND DRIVE
PARKRIDGE ROAD
PEMBERTON ROAD
PEQUOT ROAD
PILGRIM PATH
PINE NEEDLE ROAD
PINE ROAD
PINERIDGE ROAD
PLEASANT STREET
POND DRIVE
PRISCILLA PATH
QUINCY ROAD
RICE SPRING LANE (EVEN)
RICHARD ROAD
RIDGEFIELD ROAD
RUSSELL ROAD
SHAMMUT AVENUE
SHAMMUT AVENUE EXT
SIMPSON ROAD
STANTON STREET
SUNSET ROAD
SYCAMORE ROAD
WAMPUM PATH
WEST PLAIN STREET
WOODLAND ROAD

## PRECINCT 3

ALDEN ROAD
AQUEDUCT ROAD
BALD ROCK ROAD
BARNEY HILL ROAD
BREWSTER ROAD
BROOK TRAIL ROAD
BROOKS ROAD
CABOT ROAD
CARPENTER ROAD
CARROLL COURT
CAULFIELD ROAD
CENTER STREET
CLUBHOUSE LANE
COCHITUATE ROAD (225,229)
COCHITUATE ROAD (169,175,181)
COCHITUATE ROAD (115-163 ODD)
COLE ROAD
COMM ROAD EAST
COUNTRY CORNERS ROAD
DAVELIN ROAD
DEAN ROAD
DUNSTER AVENUE
EAST PLAIN STREET
EDEN ROAD
FRENCH AVENUE
GREGORY LANE
HAPPY HOLLOW ROAD (1,5)
HAVEN LANE
HEARTHSTONE CIRCLE
HIGH ROCK ROAD
HILL STREET
HOBBS ROAD
JENNISON AVENUE
JOYCE ROAD
JUNIPER LANE (EVEN)
KEITH ROAD
LANGDON ROAD
LAWRENCE ROAD
LEARY STREET
LINN LANE
LOKER STREET
LORING LANE
MAIN STREET (93-285 ODD)
MAPLE STREET
MELVILLE PLACE
OAK STREET
OLD CONN PATH (0-189 ODD)
OLD FARM CIRCLE
OLD FARM ROAD
OLD TAVERN ROAD
PECK AVENUE
POLLOCK ROAD
RICE ROAD (24-83)
RICE SPRING LANE (ODD)
ROLLING LANE
SCHOOL STREET
SMOKEY HILL ROAD
SNAKEBROOK ROAD
SOUTH STREET
THOMPSON STREET
TIMBER LANE
TRUDEAU TERRACE
VALLEY VIEW ROAD
WAYBRIDGE LANE
WAYLAND HILLS ROAD
WHITE PINE KNOLL ROAD
WILLARD STREET
WILLOW LANE
WINTER STREET
WOODRIDGE ROAD (3-153 ODD)

## PRECINCT 4

ADAMS LANE
APACHE TRAIL
APPLETON ROAD
APPLETREE LANE
ASTRA
AUDUBON ROAD
BARLEY LANE
BENNETT ROAD
BIGELOW ROAD
BLACK OAK ROAD
BLOSSOM LANE
BOSTON POST ROAD EAST (81-221)
BRACKETT ROAD
BRANDYWYNE
BRIDLE PATH
BUCKSKIN DRIVE
CHRISTINA
CLAYPIT HILL ROAD
COCHITUATE ROAD (116-198 EVEN)
COCHITUATE ROAD (40-114)
COLTSWAY
CONCORD ROAD (11-131 ODD)
COOLIDGE ROAD
D'ANGELO ROAD
DAIRY FARM LANE
DAYBREAK
DECATUR LANE
DEER RUN
DRAPER ROAD
ESSEX
FOREST HILL ROAD
FORTY ACRES DRIVE
FOX HOLLOW
FOX MEADOW LANE
GAMMONS WAY
GLEN OAK DRIVE
GLEN ROAD
GLEZEN LANE (11-247 ODD)
GLOVER ROAD
HAYWARD ROAD
HIGHLAND CIRCLE
HILLSIDE DRIVE
INDIAN DAWN
JERICHO LANE
JOEL'S WAY
LAKESPUR
LEE ROAD
LONGFELLOW ROAD
LUNDY LANE
MELLEN LANE
MELODY LANE
MORSE ROAD
NOB HILL ROAD
OLD CONN PATH (0-189)
OLD WESTON ROAD
PARMENTER ROAD
PEARTREE LANE
PICKWICK WAY
PINEBROOK ROAD
PLAIN ROAD
POETS PATH
RESERVOIR ROAD
RICE ROAD (68,70,78-253)
RICH VALLEY ROAD
RIPLEY LANE
SEARS ROAD
SHAW DRIVE
SPRINGHILL ROAD
SQUIRREL HILL ROAD
STANDISH ROAD
STEEPLETREE LANE
SYLVAN WAY
THREE PONDS ROAD
TRINITY PLACE
TURKEY HILL ROAD
WEBSTER LANE
WESTWAY ROAD
WHEELOCK ROAD
WHISPERING LANE
WHITE ROAD
WILDWOOD ROAD
WINDY HILL LANE
WINTHROP PLACE
WINTHROP ROAD
WINTHROP TERRACE
WOODRIDGE ROAD (18-148 EVEN)

# REPORT OF THE FINANCE COMMITTEE

*Introduction*

In order to build a successful budget, there has to be early, complete and continuous communication amongst all parties. There should be no last-minute, under-the-gun decisions, nor should there be unpleasant surprises. For the most part, budget building for FY1994 met these expectations. The result is that the recommended budget represents a cooperative effort on the part of all the Boards and Commissions, the Selectmen and the Finance Committee.

That is not to say that this is a perfect budget. Rather, it is the most acceptable product possible given the constraints of Proposition 2½, with us now for eleven years; the vagaries of revenue sharing with the Commonwealth; and the uncertainties surrounding state reimbursements. Furthermore, the Finance Committee has serious concerns about funding in a number of accounts: for several years no serious funding has been given to the Conservation Commission, which tries to buy key parcels of land as they come onto the market, in order to safeguard well-fields and to preserve the green, open character of the Town; nor does current funding for the Board of Health reflect the increasing demands and responsibilities placed upon that Board by environmental concerns.

In general, programs, maintenance and services have been and are continuing to be undermined bit by bit, with the aggregate effect becoming significant. Prime examples are the burdensome fees charged for sports and other activities in the schools, higher fees for Park and Recreation programs, charges at the landfill and reduction of mental health services.

Finally, but no minor matter, the budget must be balanced with $600,000 from free cash. This is approximately half of the available free cash, which drains this account to much less than the recommended 5% of the budget. The problem is compounded in following years. In effect, the money from free cash has become part of the budget base, so that an equal amount must go into each succeeding budget.

To balance these negative items, there are some highly positive notes. Wayland is financially well-managed. The audit report for FY92 was one more in a succession of highly satisfactory audits. Even more noteworthy was the fact that Wayland continues to maintain its AA1 bond rating. This resulted in a very favorable interest rate of only 3.79% for the sale of bonds last December. Wayland has a right to be proud of the accomplishments of all its departments which contribute to the overall well-being of the Town.

Here are some examples:

| | |
|---|---|
| Schools | continue to receive commendations for excellence;<br>$13,000,000 school renovation project, 61% state reimbursement available, supported by debt exemption override;<br>multi-year contract concluded with all school employees, sufficient funds in budget to support contractual obligations. |

| | |
|---|---|
| Highway/Landfill | financially self-sufficient landfill;<br>landfill capacity for additional 15 years;<br>upgrade of garage facilities. |
| Septage facility | regional facility provides waste treatment services at about 1/3 cost of MWRA communities;<br>self-sufficient enterprise fund. |
| Library | renovated library received state reimbursement;<br>installation of computer facility to access several other library facilities in region. |
| Water | fully self-sufficient;<br>rates are about 1/3 the level of MWRA communities;<br>consistent surplus funds available for Town use under state statute. |
| Finances | accounting operation fully automated with audits completed by end of August every year;<br>tax collection percentages remain high;<br>94% of funded debt is exempt from Prop 2½. |

*Budget Process*

The Finance Committee began its preparation for the FY94 budget season early in the fall by setting two goals for itself. The first of these was to continue and to improve upon a close working relationship with the Selectmen. From the Finance Committee's point of view, this goal has been more than met, with both boards keeping in close touch with one another, timelines agreed upon, information needs and working dates met, and continuous two-way exchanges reducing the opportunity for miscommunication.

The second goal was to improve communication with other boards and commissions in order to explore their needs and concerns informally before becoming involved in the actual budget-setting discussions. Six departments accepted the invitation for conversation with sub-committees of the Finance Committee. These meetings provided an opportunity for members of the Finance Committee to learn about the immediate financial needs of the others, to gain an understanding of the work carried on under their jurisdiction, to be given a preview of matters to be resolved in the near future, and to appreciate the constraints under which the departments are working. The frustrating aspect of these visits was to recognize the legitimacy of requests for extra funding but not to be able to meet the requests in the budget. However, in general, these meetings were productive, and the Finance Committee plans to continue these informal discussions next year.

In November preliminary budget forecasts were made, which led to the formulation of budget guidelines. These guidelines were announced at a public meeting early in December. From then until early March the Finance Committee met on a weekly basis plus two all-day Saturday

meetings to discuss budgetary needs with all departments. In late February another public meeting was held to present the recommended budget.

*Assumptions and Guidelines*

Inasmuch as the budget for the next fiscal year is completed before there is any certainty about revenue sharing or total Town receipts in the current fiscal year, it is necessary to make some reasoned assumptions. For FY94, the Finance Committee has assumed:

- Continuance of long-standing philosophy to maintain level of service—while there may not be any significant growth in these economic times, neither should there be significant diminution of service;
- Expectation of level funding of State aid;
- Modest but consistent new growth in taxable property;
- Steady returns in departmental receipts and motor vehicle excise tax;
- Total liability of salary accounts a known factor due to completion of union negotiations;
- No override.

Based on these assumptions, the following guidelines were issued:

- Salaries for union personnel at negotiated level;
- Freeze lifted from salaries of G-Schedule personnel, FY94 salaries match union settlements;
- Level funding for equipment, maintenance, supplies;
- Capital purchases considered on basis of high priority need. (See separate Capital Budget Report.)

*Fiscal Boundaries*

A look at the tables following this report will illustrate the context in which this budget must be viewed. For instance, Exhibit 7 shows that, on average, the operating budget of the Town is less than the rate of inflation, but greater than the 2½% legal limit of growth. No wonder, then, that user fees must be instituted and raised from time to time in order to continue programs and services that are considered by the Town to be desirable to the quality of life in Wayland.

The following list shows the sources of revenue that can be tapped to build the budget. These are the only sources:

| | |
|---|---|
| • Interest Income | 2% |
| • Excise Tax | 4% |
| • Departmental Receipts | 5% |
| • State Aid | 7% |
| • Property Tax | 82% |

Now compare Wayland's share of State aid with that of some selected small towns, cities and other suburban communities as noted in Exhibit 6. Note the disparity.

Finally, consider Exhibit 4 showing percent of budget by department. Here, the key point is the consistency of share of the total budget. This does not necessarily demonstrate that each share is fair, or that each share allows for the necessary services. What it suggests is that there is no more flexibility, there are no more resources to allocate. If critical needs should arise in one department, entire programs might have to be eliminated in others.

*Conclusion*

Once again the Finance Committee has presented for consideration a budget which is an exercise in belt-tightening and restraint.

At times we depend upon luck, windfalls and private sector donations to help see us through. An increase in motor vehicle excise receipts helps. We breathe a sigh of relief when we are notified that reimbursements are coming for highway use, for school reconstruction, or for a library grant that is several years old. We urge all departments to reconsider their fee structures in light of what other towns charge, to see if a little extra money can be raised.

We must continue to press the State for fair revenue sharing, and we must continue to consider possibilities for regionalization. The animal control officer proposed in the Board of Health budget will probably be shared with another community. Also, Wayland has gained considerably by Library participation in the Minuteman Network. Other potential partnerships for the Town will take time to seek out and to put in place.

Finally, the foundation of success in putting together budgets year after year in the face of very difficult fiscal constraints is built in large part upon the quality and commitment of Town employees, the leadership and good management of the management team, and the hard work and cooperative efforts of the volunteer Boards and Commissions.

The Finance Committee appreciates and acknowledges with thanks the contributions of everyone involved in putting together this budget.

Sema M. Faigen, Chairman
Alfred H. Bellows
Harry A. Hanson, III
Donald S. Keller
Walter F. Pope
Joel H. Sirkin
Jane Sanford Stabile

EXHIBIT NO. 1

| WAYLAND INCOME AND EXPENSE STATEMENT | FISCAL 1990 | FISCAL 1991 | FISCAL 1992 | FISCAL 1993 | FISCAL 1994 |
|---|---|---|---|---|---|
| BUDGET | $20,227,536 | $22,456,380 | $22,939,371 | $23,613,638 | $24,374,786 |
| ARTICLES AND WATER BUDGET | $1,435,404 | $1,254,162 | $1,344,393 | $1,228,671 | $1,933,315 |
| TOTAL TOWN EXPENSE | $21,662,940 | $23,710,542 | $24,283,764 | $24,842,309 | $26,308,101 |
| NET CHERRY SHEET | ($981,332) | ($1,413,738) | ($445,612) | ($588,104) | ($498,275) |
| OVERLAY EXPENSE | $322,321 | $200,000 | $200,000 | $200,000 | $200,000 |
| LOCAL RECEIPTS | ($2,541,875) | ($2,461,337) | ($2,077,105) | ($2,269,935) | ($2,339,500) |
| SUMMER SALARY ADJUSTMENT | | | ($675,661) | | |
| OTHER SOURCES: FREE CASH, BORROWINGS, ETC. | ($2,088,474) | ($1,462,660) | ($2,023,493) | ($1,747,671) | ($2,662,846) |
| TO BE RAISED BY TAXATION | $16,373,580 | $18,572,807 | $19,261,893 | $20,436,599 | $21,007,480 |
| ASSESSED VALUATION | $1,310,935,157 | $1,320,389,782 | $1,322,024,252 | $1,203,568,850 | $1,212,398,850 |
| TAX RATE | $12.49 | $14.07 | $14.57 | $16.98 | $17.33 |

EXHIBIT NO. 2

HISTORICAL BUDGET SUMMARY

| FISCAL YEAR | SCHOOL | TOWN | TOTAL | INCREASE | % | FIXED COSTS* | OPERATING BUDGET |
|---|---|---|---|---|---|---|---|
| FY 1994 | $12,796,933 | $11,577,853 | $24,374,786 | $761,148 | 3.22% | 0.12% | 3.10% |
| FY 1993 | $12,350,106 | $11,263,532 | $23,613,638 | $675,497 | 2.94% | 2.89% | 0.05% |
| FY 1992 | $12,341,350 | $10,596,791 | $22,938,141 | $961,381 | 4.37% | 1.09% | 3.28% |
| FY 1991 | $11,573,127 | $10,403,633 | $21,976,760 | $1,917,840 | 9.56% | 4.43% | 5.13% |
| FY 1990 | $10,873,457 | $9,185,463 | $20,058,920 | $379,214 | 1.93% | 0.76% | 1.17% |

*INCLUDES:FUNDED DEBT, INTEREST, HEALTH INS., BUILDING INS. (PROP/LIAB)

EXHIBIT NO.3

| TOWN REVENUES | FY 1989 | FY 1990 | FY 1991 | FY 1992 | FY 1993 | FY 1994 |
|---|---|---|---|---|---|---|
| AUTO EXCISE | $839,541 | $1,000,000 | $895,000 | $815,000 | $900,000 | $950,000 |
| FEES, FINES, INTEREST | $1,300,947 | $1,541,875 | $1,566,337 | $1,562,000 | $1,369,900 | $1,390,000 |
| NET REC FROM STATE | $2,278,901 | $1,771,326 | $1,599,108 | $1,232,860 | $1,268,180 | $1,268,180 |
| TOTAL | $4,419,389 | $4,313,201 | $4,060,445 | $3,609,860 | $3,538,080 | $3,608,180 |
| RAISED FROM TAXES | $15,268,570 | $16,373,580 | $18,572,897 | $19,261,893 | $20,436,599 | $21,007,480 |

AVERAGE TAX BILL WILL INCREASE BY 2.06% IN FY 1994

EXHIBIT NO. 4

PERCENT OF BUDGET BY DEPARTMENT

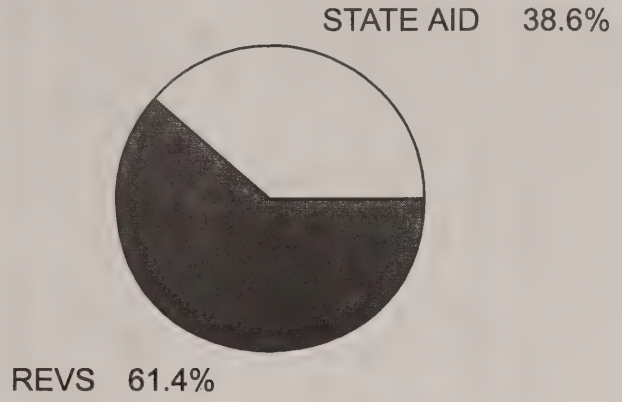
| DEPARTMENT | % 1990 | %1991 | %1992 | %1993 | %1994 |
|---|---|---|---|---|---|
| GENERAL GOVERNMENT | 6.8% | 6.0% | 5.8% | 5.6% | 5.6% |
| PROTECTION | 11.6% | 11.3% | 10.9% | 11.0% | 11.2% |
| HEALTH | 1.5% | 1.3% | 1.3% | 1.3% | 1.3% |
| HIGHWAY | 4.3% | 3.8% | 3.7% | 3.6% | 3.6% |
| LANDFILL | 1.3% | 1.4% | 1.3% | 1.3% | 1.4% |
| VETERANS' BENEFITS | 0.1% | 0.1% | 0.1% | 0.1% | 0.1% |
| SCHOOLS | 51.8% | 50.8% | 51.4% | 51.4% | 51.6% |
| REG VOC SCHOOL | 1.0% | 0.8% | 1.3% | 0.9% | 0.9% |
| DIRECTOR YOUTH SERVICES | 0.4% | 0.3% | 0.3% | 0.3% | 0.3% |
| LIBRARIES | 1.8% | 1.7% | 1.7% | 1.7% | 1.7% |
| PARK AND RECREATION | 1.8% | 1.4% | 1.3% | 1.4% | 1.4% |
| FEE SUPPORTED PROGRAMS | 1.5% | 1.7% | 1.3% | 1.2% | 1.2% |
| UNCLASSIFIED | 7.2% | 7.6% | 8.4% | 8.1% | 8.0% |
| DEBT AND INTEREST | 7.4% | 9.7% | 9.3% | 12.2% | 11.8% |
| SEPTAGE FACILITY | 1.5% | 2.1% | 2.1% | | |

| DEPARTMENTAL INCREASES | BUDGET FY 1994 | BUDGET FY 1993 | BUDGET INCREASE | % INCREASE |
|---|---|---|---|---|
| GENERAL GOVERNMENT | $1,355,207 | $1,325,766 | $29,441 | 2.2% |
| PROTECTION | $2,735,155 | $2,592,164 | $142,991 | 5.5% |
| HEALTH | $319,222 | $305,155 | $14,067 | 4.6% |
| HIGHWAY | $879,900 | $844,956 | $34,944 | 4.1% |
| LANDFILL | $333,895 | $302,927 | $30,968 | 10.2% |
| VETERAN'S BENEFITS | $7,050 | $7,050 | $0 | 0.0% |
| SCHOOLS | $12,574,221 | $12,141,721 | $432,500 | 3.6% |
| REGIONAL VOCATIONAL SC | $222,712 | $208,385 | $14,327 | 6.9% |
| DIR. YOUTH SERVICES | $78,933 | $75,018 | $3,915 | 5.2% |
| LIBRARIES | $412,236 | $397,139 | $15,097 | 3.8% |
| PARK AND RECREATION | $340,290 | $326,523 | $13,767 | 4.2% |
| FEE SUPPORTED PROGRAM | $287,280 | $288,000 | ($720) | -0.3% |
| UNCLASSIFIED | $1,957,500 | $1,912,700 | $44,800 | 2.3% |
| DEBT AND INTEREST | $2,871,405 | $2,886,134 | ($14,729) | -0.5% |
| TOTAL | $24,375,006 | $23,613,638 | $761,368 | 3.2% |

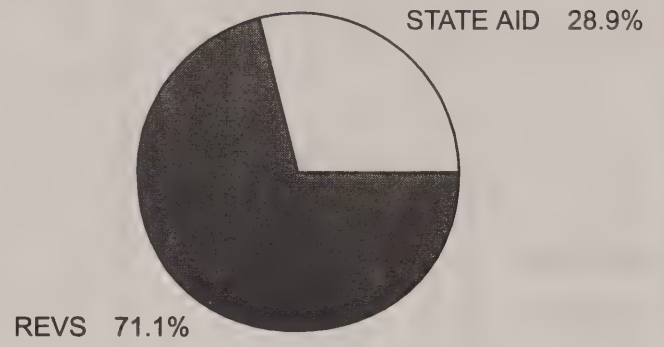
EXHIBIT 5

# FISCAL 1992 REVENUE SOURCES

## TOTAL CITIES




## TOTAL SMALL TOWNS




## TOTAL SUBURBAN TOWNS

EXHIBIT 6

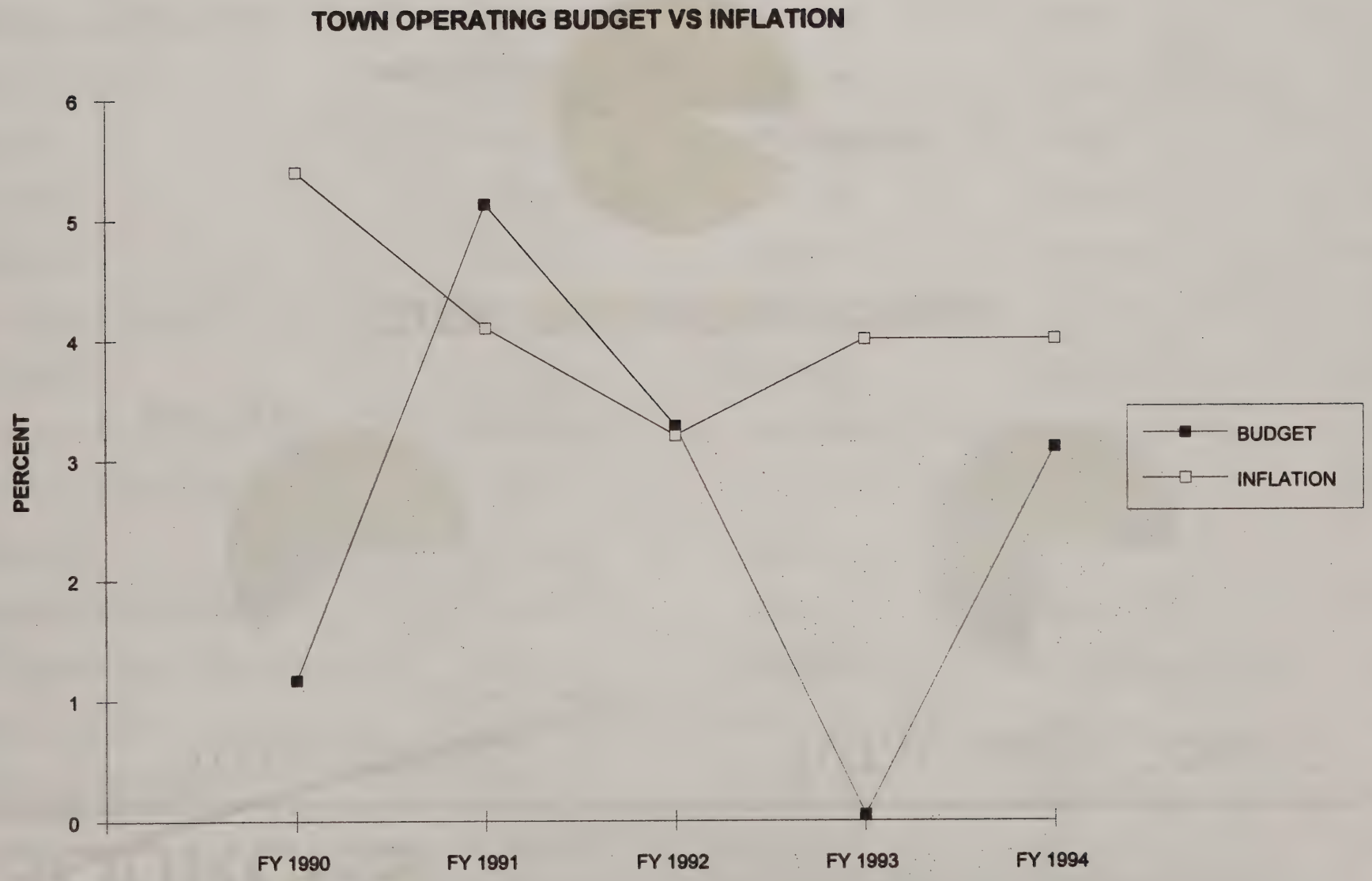

TOWN OPERATING BUDGET VS INFLATION
PERCENT
6
5
4
3
2
1
0
FY 1990
FY 1991
FY 1992
FY 1993
FY 1994
BUDGET
INFLATION

EXHIBIT 7

# CAPITAL BUDGET REPORT AND PROGRAM
# 1994 - 1998

*Introduction*

Wayland has been struggling, as have many communities, to balance its expenditures with its revenues. It has sought to sustain services already in place with revenue streams that are established by the taxpayer's willingness to pay. Capital expenditures have tended to be postponed in order to keep staffs operational and thereby continuing service. Capital expenditures have continued most notably with the School and Town Building renovation, road reconstruction programs, expansion of the library, and other lesser expenditures, as well.

*Charge*

The 1992 Annual Town Meeting passed Article 20 of that Warrant which added to the Finance Committee's charge the responsibility to "... prepare and present to the Annual Town Meeting a five-year capital improvement program for the town, which shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and landfills) and acquisition of land, equipment and vehicles, and other personal property, and shall make recommendations to the appropriate authorities proposing such improvements." This report and the accompanying table respond to that charge.

*Process*

The process of preparing the capital improvement plan has remained fundamentally the same for nearly 15 years in Wayland. It begins with a request for a 5 year forecast of capital needs issued to all Departments, Boards and Commissions asking for their needs for capital in that timeframe. These needs are reviewed, prioritized and assembled into a report to the Town. For the upcoming Fiscal Year the capital expenditures are placed into the budget and are voted on by Town Meeting. Needless to say there are always more needs and requests than can be readily accommodated with the available funds. In earlier times (*i.e.*, before Prop 2½) except for major projects such as schools, capital spending was done from the Town's Unreserved account. In more recent times capital expenditures have been accomplished through borrowing.

*Nature of Capital*

The capital needs fall roughly into four categories: Equipment, Buildings, Roads and Land. Equipment ranges from trucks and a front end loader for the Highway Department, to busses and computers for the schools, to fire trucks and police cars, to mowers and snow blowers for the Park and Recreation Department, to radio equipment, cars and pickups for wherever needed. Building requirements divide between schools and Town. The school department is concerned with all of its school buildings while the town side is responsible for the Town Building, the Public Safety Buildings, the Library, the Highway and Park garages and sheds, and several other lesser

buildings. The Water Department is responsible for its buildings, tanks and wells. Land acquisitions are also capital needs. Over the years land acquisitions have generally been for school buildings, conservation purposes, land fill, tax title, and roads. Acquisitions for housing purposes are generally done by the Housing Authority which is not part of Town government. Road expenditures generally fall into the category of reconstruction where rebuilding of the road goes beyond routine maintenance. Roads are maintained by the Town on an ongoing basis but generally do not require capital, only more money for maintenance.

*Accomplishments*

In the past several years the Town has conducted several major capital projects. The addition to the Library, the reconstruction of a number of badly deteriorated roads, and the renovation of the Town Building and School buildings which is still in progress. Each of these projects were funded through a bonded indebtedness override vote by the Wayland electorate. In the case of the school work, partial funding has and is being provided by the State through SBAB funding and the Library was supported in part with contributions and a grant from the State which is expected to arrive shortly.

*Future Needs*

The next major project on the horizon is the Town's Public Safety Building. This year's budget requests funding to do building evaluation and preliminary engineering in preparation for renovation work there. There are other capital projects on the horizon. In the late 1970's the Town commissioned a study of all the roads in town. The report evaluated each road for condition and usage. This report has been a guide for road work since its publication. Many of the worst roads have been reconstructed, others repaired and maintained. The work is by no means complete, and another road program may be necessary at a future date. Changing environmental attitudes and laws may bring new capital requirements. Household hazardous waste day has proven to be a very popular and effective program for the Board of Health. They see an ongoing need for this kind of disposal and would like to see some sort of permanent capability for collecting oil based paints, household chemicals, *etc*. The rules for landfill operation require that caps be placed over completed cells. The Road Commissioners are required to have a viable plan for financing the cap in order to receive certification for operation by the State. The Highway/Park garage is being sustained with relatively small incremental improvements and may need a more major program at some time in the future. Land for conservation purposes becomes available at unpredictable intervals. The Town's master plan for conservation protection has for a great many years identified parcels in town that have conservation merit. The Conservation Commission has an ongoing need to be prepared to act when one of these parcels is available.

Other forms of capital needs will continue. Highway and Landfill operations are particularly equipment intensive. Other departments use equipment in varying degrees as well and these needs must be funded as well.

*This Year's Requests*

The 1992 Annual Town Meeting was presented for the first time with a Capital Budget section of the FY 1993 Omnibus Budget. It collected together most of the capital items and asked the Town to vote on them as a package that would be funded with a 5 year bond. That bond sold at 3.79%. Again this year the Omnibus Budget contains a Capital Budget request for $386,533. It also will be funded with a 5 year bond.

The items in this year's Capital Budget have been selected from the list of requests made for 1994 in the Capital Planning Report. They have been deemed to have the highest priority and are being recommended to Town Meeting for acquisition.

*Equipment*

Copier
Scot Air Packs
Front-End Loader
One-Ton Dump Truck
Riding Mower
Mowers
Geographic Information System
School Computers
School Bus
Library Automation System for High School

*Other*

Septic System for Public Safety Building
Public Safety Building Evaluation and Preliminary Engineering

## Capital by Department

| | 1994 | 1995 | 1996 | 1997 | 1998 |
|---|---|---|---|---|---|
| **BOARD OF HEALTH** | | | | | |
| Household Waste Disposal Fac. | | 60,000 | | | |
| Board of Health Subtotal | 0 | 60,000 | 0 | 0 | 0 |
| **CONSERVATION COMMISSION** | | | | | |
| Land Acquisition Fund (1) | *** | *** | *** | *** | *** |
| Pickup Truck (2) | | | | | 10,000 |
| Conservation Subtotal | 0 | 0 | 0 | 0 | 10,000 |
| **SELECTMEN** | | | | | |
| Septic system, Pub. Safety Bldg. | 30,000 | | | | |
| Photocopier for Town Building | 11,000 | | | | |
| Public Safety Bldg. Engineering | 12,000 | | | | |
| Selectmen Subtotal | 53,000 | 0 | 0 | 0 | 0 |
| **POLICE DEPARTMENT** | | | | | |
| Police Cars | 60,100 | 60,000 | 60,000 | 60,000 | 60,000 |
| Computer Upgrade | 24,800 | | | | |
| Police Subtotal | 84,900 | 60,000 | 60,000 | 60,000 | 60,000 |
| **FIRE DEPARTMENT** | | | | | |
| 3 – Scot Air Packs | 5,400 | | | | |
| 7 – Scot Air Packs | | 5,400 | 7,200 | | |
| Station 2 Computer | 13,000 | | | | |
| Pumper | | | 150,000 | | |
| Fire Subtotal | 18,400 | 5,400 | 157,200 | 0 | 0 |
| **HIGHWAY DEPARTMENT** | | | | | |
| Front End Loader | 110,000 | | | | |

| Capital by Department | 1994 | 1995 | 1996 | 1997 | 1998 |
|---|---|---|---|---|---|
| Sprinkler System | 60,000 | | | | |
| Garage Lift | 60,000 | | | | |
| 1 Ton Dump Truck | 32,000 | | | | |
| 10 Ton Roller | 35,000 | | | | |
| Expand Garage Bay | | 140,000 | | | |
| 14 yd Truck w. sander | | 115,000 | | | |
| Backhoe | | 90,000 | | | |
| 1 ton Dump Truck | | 32,000 | | | |
| Salt Shed | | | 80,000 | | |
| Trackless Sidewalk Tractor | | | 50,000 | | |
| Resurface Parking Lot | | | 25,000 | | |
| Skid Steer Loader | | | 25,000 | | |
| Heavy Duty Trailer | | | 20,000 | | |
| Power King Tractor | | | 15,000 | | |
| Mechanics Welding Truck | | | 35,000 | | |
| 8 yd Dump Truck | | | | 90,000 | |
| 1 ton Dump Truck | | | | 35,000 | |
| 4 X 4 Utility Truck | | | | 30,000 | |
| 8 yd Dump Truck | | | | | 90,000 |
| 8 yd Dump Truck | | | | | 90,000 |
| Road Reconstruction | | 100,000 | 100,000 | 100,000 | 100,000 |
| Highway Subtotal | 297,000 | 477,000 | 350,000 | 255,000 | 280,000 |
| **LANDFILL** | | | | | |
| Trailer Tractor with dump | 100,000 | | | | |
| Flat bed trailer | | 25,000 | | | |
| Roll off trailer | | 35,000 | | | |
| Leachate tanker | | 35,000 | | | |
| Landfill Subtotal | 100,000 | 95,000 | 0 | 0 | 0 |
| **PARK & RECREATION** | | | | | |
| Rider Mower – 72" | 10,000 | | | | |

| Capital by Department | 1994 | 1995 | 1996 | 1997 | 1998 |
|---|---|---|---|---|---|
| Leaf Blower, Front End | 2,800 | | | | |
| Mower – 52" | 4,500 | | | | |
| Snow Blower | 1,400 | | | | |
| Trailer | 3,000 | | | | |
| Park & Rec. Subtotal | 21,700 | 0 | 0 | 0 | 0 |
| **TOWN SURVEYOR** | | | | | |
| GIS Software | 14,500 | | | | |
| Surveyor Subtotal | 14,500 | 0 | 0 | 0 | 0 |
| **SCHOOL DEPARTMENT** | | | | | |
| Computers/Technological Equipment | 66,020 | | | | |
| School Bus | 35,000 | | | | |
| Automation of H.S. Library | 51,113 | | | | |
| School Subtotal | 152,133 | 0 | 0 | 0 | 0 |
| Departments Subtotal | 741,633 | 697,400 | 567,200 | 315,000 | 350,000 |

(1) Conservation Master Plan identifies numerous parcels of land that are candidates for acqusition when they become available. It is uncertain when that will be but when and if the do money is needed for the acqusition.

(2) These vehicle needs may be filled by passing a police vehicle along instead of tading.

Separate Funds

| | | | | | |
|---|---|---|---|---|---|
| **WATER DEPARTMENT** | | | | | |
| Land Aquisition | 0 | 40,000 | 40,000 | 40,000 | 40,000 |
| Water Main Inprovement | 0 | 30,000 | 30,000 | 30,000 | 30,000 |
| Purge Wells/Clean | 0 | 30,000 | 25,000 | 25,000 | 25,000 |

| Capital by Department | 1994 | 1995 | 1996 | 1997 | 1998 |
|---|---|---|---|---|---|
| Meter Replacement | 5,000 | 0 | 0 | 0 | 0 |
| New Vehicles–Equipment | 0 | 15,000 | 15,000 | 15,000 | 15,000 |
| Cost of Borrowing for Tank | 37,000 | 37,000 | 37,000 | 37,000 | 26,000 |
| Water Dept. Subtotal | 42,000 | 152,000 | 147,000 | 147,000 | 136,000 |
| **SEPTAGE TREATMENT** | | | | | |
| Capital Replacement | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Septage Subtotal | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |

| Summary of Departments | 1994 | 1995 | 1996 | 1997 | 1998 |
|---|---|---|---|---|---|
| Board of Health | 0 | 60,000 | 0 | 0 | 0 |
| Conservation Commission | 0 | 0 | 0 | 0 | 0 |
| Selectmen | 53,000 | 0 | 0 | 0 | 0 |
| Police Department | 84,900 | 60,000 | 60,000 | 60,000 | 60,000 |
| Fire Department | 18,400 | 5,400 | 157,200 | 0 | 0 |
| Highway Department | 297,000 | 477,000 | 350,000 | 255,000 | 280,000 |
| Landfill | 100,000 | 95,000 | 0 | 0 | 0 |
| Park & Recreation | 21,700 | 0 | 0 | 0 | 0 |
| Town Surveyor | 14,500 | 0 | 0 | 0 | 0 |
| School Department | 152,133 | 0 | 0 | 0 | 0 |
| Total of Departments | 741,633 | 697,400 | 567,200 | 315,000 | 340,000 |
| Effect of Dept Cap. on Tax Rate | $0.62 | $0.58 | $0.47 | $0.26 | $0.28 |

## COMMONWEALTH OF MASSACHUSETTS

*Middlesex, ss.* *Town of Wayland*

### * * * WARRANT * * *

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accord with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to come to their respective polling places (Precinct 1 and 4 in the Gymnasium of the Town Building and Precinct 2 and 3 in the Middle School) on:

TUESDAY, APRIL 27, 1993, BETWEEN 7:00 A.M. and 8:00 P.M.

to choose the following Town officers by ballot from Wayland's registered voters for the following terms of office:

One member of the Housing Authority for one year;

One Road Commissioner for two years;

A Moderator, two Selectmen, two School Committee members, one Assessor, one Road Commissioner, one Water Commissioner, one member of the Board of Health, one Commissioner of Trust Funds, two Library Trustees, one Park and Recreation Commissioner, each for three years;

One member of the Planning Board, one member of the Housing Authority, each for five years.

As well as such other Town Officers as may be necessary;

You are also required to notify all such residents of Wayland to meet in the High School Fieldhouse on:

Thursday, April 29, 1993 at 7:45 P.M.

to act on the following Articles:

## ARTICLE 1: HEAR REPORTS

*Proposed by: Board of Selectmen*

To receive and act upon reports of Town officers, agents, trustees, commissioners, boards, and committees.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority.

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## ARTICLE 2: CHOOSE TOWN OFFICERS

*Proposed by: Board of Selectmen*

To choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by the official ballot.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 41, Section 1.

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## ARTICLE 3: AMEND PERSONNEL BY-LAWS AND WAGE AND SALARY CLASSIFICATION PLAN

*Proposed by: Personnel Board*

To determine whether the Town will amend the Personnel By-Laws and the Wage and Salary Classification Plan previously adopted by the Town and to establish effective dates for such amendments. All amendments will consist of changes in wage rates to reflect amendments to the collective bargaining agreements for town employees or to reflect changes in the recommended pay rates for non-union employees.

**Section 1.** The position of all non-elected Town employees are classified under the following job titles with the wage and salary rates set forth. (Refer to Addendum A for listing of current wages and classifications.)

ADMINISTRATIVE AND PROFESSIONAL SALARY RANGE
NON-UNION
G-SCHEDULE

| | | EFFECTIVE JULY 1, 1993 | | EFFECTIVE JANUARY 1, 1994 | |
|---|---|---|---|---|---|
| POSITION | TITLE | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| G-7 | Executive Secretary | $54,539 | $70,901 | $55,766 | $72,496 |
| G-6 | Finance Director/Town Account | 50,036 | 65,047 | 51,161 | 66,510 |
| G-6 | Police Chief | 50,036 | 65,047 | 51,161 | 66,510 |
| G-6 | Fire Chief | 50,036 | 65,047 | 51,161 | 66,510 |
| G-5 | Director of Highway Operations | 45,904 | 59,676 | 46,937 | 61,018 |
| G-4 | Park and Recreation Superint. | 42,114 | 54,749 | 43,062 | 55,980 |
| G-4 | Water Superintendent | 42,114 | 54,749 | 43,062 | 55,980 |
| G-4 | Assistant Executive Secretary | 42,114 | 54,749 | 43,062 | 55,980 |

| | | | | | |
|---|---|---|---|---|---|
| G-3 | Data Processing Manager | 38,637 | 50,227 | 39,506 | 51,358 |
| G-3 | Library Director | 38,637 | 50,227 | 39,506 | 51,358 |
| G-3 | Town Surveyor | 38,637 | 50,227 | 39,506 | 51,358 |
| G-2 | Dir of Youth and Adoles Svc | 35,447 | 46,081 | 36,244 | 47,117 |
| G-2 | Treasurer/Collector | 35,447 | 46,081 | 36,244 | 47,117 |
| G-2 | Director of Public Health | 35,447 | 46,081 | 36,244 | 47,117 |
| G-2 | Town Planner | 35,447 | 46,081 | 36,244 | 47,117 |
| G-1 | Conservation Administrator | 32,519 | 42,276 | 33,251 | 43,227 |
| G-1 | Executive Dir, Council on Aging | 32,519 | 42,276 | 33,251 | 43,227 |
| G-1 | Assistant Assessor | 32,519 | 42,276 | 33,251 | 43,227 |
| G-1 | Building/Zoning Inspector | 32,519 | 42,276 | 33,251 | 43,227 |

## NON-ADMINISTRATIVE/PROFESSIONAL POSITIONS - NON-UNION*
## S-G SCHEDULE

| | | EFFECTIVE JULY 1, 1992 | |
|---|---|---|---|
| POSITION | TITLE | MINIMUM | MAXIMUM |
| SG-7 | Waste Water Facilities Super | $30,804 | $40,045 |
| SG-7 | Surveying/Computer Specialist | 30,804 | 40,045 |
| SG-6 | Solid Waste Facility Supervisor | 28,522 | 37,078 |
| SG-5 | Asst. Dir. of You. & Adol Svc | 26,409 | 34,332 |
| SG-4 | Administrative Secretary | 24,453 | 31,789 |
| SG-3 | Professional Librarian | 22,642 | 29,434 |
| SG-2 | Dog Officer | 20,964 | 27,254 |
| SG-2 | Office Assistant/Assessors | 20,964 | 27,254 |
| SG-1 | Hourly Library Clerk** | 19,412 | 25,235 |

| | | EFFECTIVE JULY 1, 1993 | | EFFECTIVE JANUARY 1, 1994 | |
|---|---|---|---|---|---|
| | | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| SG-7 | Waste Water Facilities Super | $32,127 | $41,765 | $32,850 | $42,705 |
| SG-7 | Surveying/Computer Specialist | 32,127 | 41,765 | 32,850 | 42,705 |
| SG-6 | Solid Waste Facility Supervisor | 29,747 | 38,671 | 30,416 | 39,541 |
| SG-5 | Asst. Dir. of You. & Adol Svc | 27,543 | 35,807 | 28,163 | 36,612 |
| SG-4 | Administrative Secretary | 25,503 | 33,154 | 26,077 | 33,900 |
| SG-3 | Professional Librarian | 23,614 | 30,698 | 24,146 | 31,389 |
| SG-2 | Dog Officer | 21,864 | 28,425 | 22,356 | 29,064 |
| SG-2 | Office Assistant/Assessors | 21,864 | 28,425 | 22,356 | 29,064 |
| SG-1 | Hourly Library Clerk** | 20,246 | 26,319 | 20,701 | 26,911 |

**Seasonal and intermittent employees. Not permanent or full-time employees, no fringe benefits.

## WAGE AND SALARY CLASSIFICATION PLAN

### *OFFICE STAFF - NON-UNION*

| | EFFECTIVE JULY 1, 1992 | | | | EFFECTIVE JULY 1, 1993 | | | | EFFECTIVE JANUARY 1, 1994 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GRADE | MINIMUM | STEP 1 | STEP 2 | STEP 3 | MINIMUM | STEP 1 | STEP 2 | STEP 3 | MINIMUM | STEP 1 | STEP 2 | STEP 3 |
| S-12 | $21,031 | $21,860 | $22,731 | $23,615 | $21,505 | $22,351 | $23,242 | $24,146 | $21,988 | $22,854 | $23,765 | $24,690 |
| S-13 | $21,860 | $22,731 | $23,615 | $24,576 | $22,351 | $23,242 | $24,146 | $25,129 | $22,854 | $23,765 | $24,690 | $25,694 |
| S-14 | $22,731 | $23,615 | $24,576 | $25,548 | $23,242 | $24,146 | $25,129 | $26,123 | $23,765 | $24,690 | $25,694 | $26,711 |
| S-15 | $23,615 | $24,576 | $25,548 | $26,600 | $24,146 | $25,129 | $26,123 | $27,198 | $24,690 | $25,694 | $26,711 | $27,810 |
| S-16 | $24,576 | $25,548 | $26,600 | $27,644 | $25,129 | $26,123 | $27,198 | $28,266 | $25,694 | $26,711 | $27,810 | $28,902 |
| S-17 | $25,548 | $26,600 | $27,644 | $28,734 | $26,123 | $27,198 | $28,266 | $29,381 | $26,711 | $27,810 | $28,902 | $30,042 |
| S-18 | $26,600 | $27,644 | $28,734 | $29,864 | $27,198 | $28,266 | $29,381 | $30,535 | $27,810 | $28,902 | $30,042 | $31,223 |

### CURRENT NON-UNION OFFICE STAFF POSITIONS

| | Starting Hourly Rate | Step 1 | Step 2 | Step 3 | Starting Hourly Rate | Step 1 | Step 2 | Step 3 | Starting Hourly Rate | Step 1 | Step 2 | Step 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hrly. Sen. Sec. Aide* | $8.49 | | | | $8.68 | | | | $8.87 | | | |
| Hrly. Sec. Aide* | $7.48 | | | | $7.64 | | | | $7.82 | | | |
| Student Sec. Aide* | $4.92 | $5.53 | $6.14 | $6.76 | $5.03 | $5.65 | $6.28 | $6.91 | $5.14 | $5.78 | $6.42 | $7.07 |

* The Personnel Board has adjusted ranges upward by 2.25% effective July 1, 1993, and another 2.25% on January 1, 1994.
** Seasonal or intermittent employees. Not permanent or full-time employees, no fringe benefits.

### *INSPECTORS - HEALTH AND BUILDING INSPECTION - NON-UNION*

| Position | Hourly Pay Rate | Weekly Pay Rate | Hourly Pay Rate | Weekly Pay Rate | Hourly Pay Rate | Weekly Pay Rate |
|---|---|---|---|---|---|---|
| Hrly. Health Inspector | $13.96 | | $14.28 | | $14.60 | |
| Gas & Plumbing Inspector | $13.96 | | $14.28 | | $14.60 | |
| Asst. Building Inspector | $13.96 | | $14.28 | | $14.60 | |
| Wiring Inspector | | $183.22 | | $187.35 | | $191.56 |

### *LIBRARY - NON-UNION*

| Grade | | Hourly Pay Rate | Hourly Pay Rate | Hourly Pay Rate |
|---|---|---|---|---|
| Hourly | Library Page | $6.03 | $6.17 | $6.31 |

## WAGE AND SALARY CLASSIFICATION PLAN

### *PARK AND RECREATION - NON-UNION*

| Grade | Title | EFFECTIVE JULY 1, 1992 Minimum | 1 Year | 2 Years | 3 Years | EFFECTIVE JULY 1, 1993 Minimum | 1 Year | 2 Years | 3 Years | EFFECTIVE JANUARY 1, 1994 Minimum | 1 Year | 2 Years | 3 Years |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hourly | Seasonal Laborer | | $8.82 | $9.26 | $9.71 | | $9.02 | $9.47 | $9.93 | | $9.22 | $9.68 | $10.15 |
| Hourly | Beach Director | | $11.60 | $12.75 | $13.91 | | $11.86 | $13.04 | $14.23 | | $12.13 | $13.33 | $14.55 |
| Hourly | Beach Supervisor | | $10.41 | $11.60 | $12.75 | | $10.65 | $11.86 | $13.04 | | $10.89 | $12.13 | $13.33 |
| Hourly | Head Lifeguard | | $8.70 | $9.26 | $9.85 | | $8.90 | $9.47 | $10.07 | | $9.10 | $9.68 | $10.30 |
| Hourly | Lifeguard/Instr. | | $7.25 | $7.82 | $8.42 | | $7.42 | $8.00 | $8.60 | | $7.58 | $8.18 | $8.80 |
| Hourly | Beach Police | | $6.16 | $6.55 | $6.96 | | $6.30 | $6.70 | $7.11 | | $6.44 | $6.85 | $7.27 |
| Hourly | Swim Aide | | $5.22 | $5.80 | $6.08 | | $5.34 | $5.93 | $6.22 | | $5.46 | $6.07 | $6.36 |
| Hourly SG-4 | Fee Support Program Administrator | $12.29 | $12.66 | $13.03 | $13.42 | $12.57 | $12.94 | $13.32 | $13.73 | $12.85 | $13.23 | $13.62 | $14.03 |

* Seasonal or intermittent employees. Not permanent or full-time employees, no fringe benefits.

### *JOINT COMMUNICATIONS - NON-UNION**

| GRADE | TITLE | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S-14 | Working Supervisor | $22,285 | $23,152 | $24,094 | $25,047 | $22,786 | $23,673 | $24,636 | $25,611 | $23,299 | $24,206 | $25,190 | $26,187 |

### *POLICE - NON-UNION*

| GRADE | TITLE | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| P-4 | LIEUTENANT | $36,107 | $37,935 | $39,846 | $41,859 | $36,919 | $38,788 | $40,743 | $42,801 | $37,750 | $39,661 | $41,660 | $43,764 |

### *HIGHWAY - NON-UNION*

| GRADE | TITLE | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hourly* PT Labor | Solid Waste Facility Monitor | $8.38 | $8.82 | $9.26 | $9.71 | $8.57 | $9.02 | $9.47 | $9.93 | $8.76 | $9.22 | $9.68 | $10.15 |
| Hourly* PT Labor | Waste Water Facility Monitor | $8.38 | $8.82 | $9.26 | $9.71 | $8.57 | $9.02 | $9.47 | $9.93 | $8.76 | $9.22 | $9.68 | $10.15 |

* Seasonal or intermittent employees. Not permanent or full-time employees, no fringe benefits.

## WAGE AND SALARY CLASSIFICATION PLAN

### *WATER - NON-UNION*

| GRADE | TITLE | EFFECTIVE JULY 1, 1992 STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | EFFECTIVE JULY 1, 1993 STARTING SALARY | STEP 1 | STEP 2 | STEP 3 | EFFECTIVE JANUARY 1, 1994 STARTING SALARY | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WF-1 | Water Foreman | $14.44 | $14.95 | $15.47 | $16.01 | $14.77 | $15.29 | $15.82 | $16.37 | $15.10 | $15.63 | $16.18 | $16.74 |

### *PART-TIME SEASONAL AND OTHER NON-UNION POSITIONS*

| Title | Rate | Per | Rate | Per | Rate | Per |
|---|---|---|---|---|---|---|
| School Traffic Supervisors | $4,396.20 | Year | $4,495.11 | Year | $4,596.25 | Year |
| School Traffic Substitutes | $25.21 | Day | $25.78 | Day | $26.36 | Day |
| Special Police Matrons | $11.43 | Hour | $11.69 | Hour | $11.95 | Hour |
| Call Firefighters | $11.43 | Hour | $11.69 | Hour | $11.95 | Hour |
| Temporary Custodians | $8.95 | Hour | $9.15 | Hour | $9.35 | Hour |
| JCC Dispatcher | $8.12 | Hour | $8.30 | Hour | $8.49 | Hour |
| Police Intern | $5.91 | Hour | $6.04 | Hour | $6.17 | Hour |
| Water Meter Reader | .65/.75 | Meter | .66/.77 | Meter | .67/.79 | Meter |

### *PARK AND RECREATION - UNION*

| | Minimum | After 1 Yr | After 2 Yrs | After 3 Yrs | Minimum | After 1 Yr | After 2 Yrs | After 3 Yrs | Minimum | After 1 Yr | After 2 Yrs | After 3 Yrs |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| P&R 1 | $10.32 | $10.64 | $10.98 | $11.37 | $10.55 | $10.88 | $11.22 | $11.63 | $10.79 | $11.12 | $11.47 | $11.89 |
| P&R 2 | $10.64 | $10.98 | $11.37 | $11.74 | $10.88 | $11.22 | $11.63 | $12.00 | $11.12 | $11.47 | $11.89 | $12.27 |
| P&R 3 | $11.74 | $12.08 | $12.53 | $12.92 | $12.00 | $12.35 | $12.81 | $13.21 | $12.27 | $12.63 | $13.10 | $13.51 |
| P&R 4 | $12.53 | $12.92 | $13.44 | $13.81 | $12.81 | $13.21 | $13.75 | $14.12 | $13.10 | $13.51 | $14.06 | $14.44 |
| P&R 6 | $13.44 | $13.81 | $14.28 | $14.77 | $13.75 | $14.12 | $14.60 | $15.10 | $14.06 | $14.44 | $14.93 | $15.44 |

**CURRENT PARK AND RECREATION UNION POSITIONS**

| | |
|---|---|
| P&R1 | 1 GROUNDSKEEPER I |
| P&R2 | 3 GROUNDSKEEPERS II |
| P&R4 | 1 WORKING FOREMAN |
| P&R6 | 1 MASTER MECHANIC |
| | 1 GENERAL FOREMAN |

### *HIGHWAY - UNION*

| Grade | Minimum | Step 1 | Step 2 | Step 3 | Minimum | Step 1 | Step 2 | Step 3 | Minimum | Step 1 | Step 2 | Step 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| H-5 | $11.07 | $11.40 | $11.78 | $12.13 | $11.32 | $11.66 | $12.05 | $12.40 | $11.57 | $11.92 | $12.32 | $12.68 |
| H-6 | $11.40 | $11.78 | $12.13 | $12.58 | $11.66 | $12.05 | $12.40 | $12.86 | $11.92 | $12.32 | $12.68 | $13.15 |
| H-7 | $11.78 | $12.13 | $12.58 | $12.95 | $12.05 | $12.40 | $12.86 | $13.24 | $12.32 | $12.68 | $13.15 | $13.54 |
| H-8 | $12.13 | $12.58 | $12.95 | $13.41 | $12.40 | $12.86 | $13.24 | $13.71 | $12.68 | $13.15 | $13.54 | $14.02 |

## WAGE AND SALARY CLASSIFICATION PLAN

| | | EFFECTIVE JULY 1, 1992 | | | EFFECTIVE JULY 1, 1993 | | | | EFFECTIVE JANUARY 1, 1994 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| H-9 | $12.60 | $12.95 | $13.41 | $13.86 | $12.88 | $13.24 | $13.71 | $14.17 | $13.17 | $13.54 | $14.02 | $14.49 |
| H-10 | $12.95 | $13.41 | $13.86 | $14.31 | $13.24 | $13.71 | $14.17 | $14.63 | $13.54 | $14.02 | $14.49 | $14.96 |
| H-11 | $13.41 | $13.86 | $14.31 | $14.80 | $13.71 | $14.17 | $14.63 | $15.13 | $14.02 | $14.49 | $14.96 | $15.47 |

### CURRENT HIGHWAY POSITIONS

| | |
|---|---|
| H-6 | 5 MEDIUM EQUIPMENT OPERATORS |
| H-7 | 2 HEAVY EQUIPMENT OPERATOR |
| H-8 | 3 GRADER OPERATOR |
| H-10 | 2 WORKING FOREMEN |
| | 1 MECHANIC/WELDER |
| H-11 | 1 GENERAL FOREMEN |
| | 1 MASTER MECHANIC |
| | 2 OPERATORS |

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### *WATER DEPARTMENT - UNION*

| Grade | Minimum | Step 1 | Step 2 | Step 3 | Minimum | Step 1 | Step 2 | Step 3 | Minimum | Step 1 | Step 2 | Step 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WS-11 | $21,988.69 | $22,923.26 | $23,720.60 | $24,605.32 | $22,483.44 | $23,439.03 | $24,254.31 | $25,158.94 | $22,989.31 | $23,907.81 | $24,739.40 | $25,662.12 |
| WS-15 | $25,480.10 | $26,317.38 | $27,409.47 | $28,421.05 | $26,053.40 | $26,909.52 | $28,026.18 | $29,060.52 | $26,574.47 | $27,447.71 | $28,586.71 | $29,641.73 |

### CURRENT WATER DEPARTMENT UNION POSITIONS

| | |
|---|---|
| WS-11 | 2 MAINTENANCE #1 |
| WS-15 | 4 MAINTENANCE #2 |

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## WAGE AND SALARY CLASSIFICATION PLAN

### *OFFICE STAFF - UNION*

EFFECTIVE JULY 1, 1992

| GRADE | MINIMUM | 1 YR | 2 YRS | 3 YRS | 4 YRS | 5 YRS | 6 YRS |
|---|---|---|---|---|---|---|---|
| C-10 | $16,764 | $17,590 | $18,106 | $18,836 | $19,595 | $20,351 | $21,163 |
| C-12 | $18,106 | $18,836 | $19,595 | $20,351 | $21,163 | $22,004 | $22,871 |
| C-13 | $18,836 | $19,999 | $20,351 | $21,163 | $22,004 | $22,871 | $23,803 |
| C-14 | $19,999 | $20,351 | $21,163 | $22,004 | $22,871 | $23,803 | $24,722 |
| C-15 | $20,351 | $21,163 | $22,004 | $22,871 | $23,803 | $24,722 | $25,704 |
| CIV DSP | $18,729 | $19,401 | $20,138 | $20,907 | $21,742 | $22,604 | $23,435 |

EFFECTIVE JULY 1, 1993

| GRADE | MINIMUM | 1 YR | 2 YRS | 3 YRS | 4 YRS | 5 YRS | 6 YRS |
|---|---|---|---|---|---|---|---|
| C-10 | $17,141 | $17,986 | $18,513 | $19,260 | $20,036 | $20,809 | $21,639 |
| C-12 | $18,513 | $19,260 | $20,036 | $20,809 | $21,639 | $22,499 | $23,386 |
| C-13 | $19,260 | $20,449 | $20,809 | $21,639 | $22,499 | $23,386 | $24,339 |
| C-14 | $20,449 | $20,809 | $21,639 | $22,499 | $23,386 | $24,339 | $25,278 |
| C-15 | $20,809 | $21,639 | $22,499 | $23,386 | $24,339 | $25,278 | $26,282 |
| CIV DSP | $19,150 | $19,838 | $20,591 | $21,377 | $22,231 | $23,113 | $23,962 |

EFFECTIVE JANUARY 1, 1994

| GRADE | MINIMUM | 1 YR | 2 YRS | 3 YRS | 4 YRS | 5 YRS | 6 YRS |
|---|---|---|---|---|---|---|---|
| C-10 | $17,527 | $18,390 | $18,930 | $19,693 | $20,487 | $21,277 | $22,126 |
| C-12 | $18,930 | $19,693 | $20,487 | $21,277 | $22,126 | $23,005 | $23,912 |
| C-13 | $19,693 | $20,909 | $21,277 | $22,126 | $23,005 | $23,912 | $24,886 |
| C-14 | $20,909 | $21,277 | $22,126 | $23,005 | $23,912 | $24,886 | $25,847 |
| C-15 | $21,277 | $22,126 | $23,005 | $23,912 | $24,886 | $25,847 | $26,874 |
| CIV DSP | $19,581 | $20,284 | $21,054 | $21,858 | $22,731 | $23,633 | $24,501 |

**CURRENT CLERICAL UNION POSITIONS**

FINANCE/ACCOUNTING
C-15 1 PAYROLL SUPERVISOR
C-15 1 ACCOUNTS SUPERVISOR
C-15 1 FINANCE ASSISTANT (PT)

TREASURER/COLLECTOR
C-13 1 FULL-TIME PRINCIPAL CLERK/DEPARTMENT ASSISTANT
C-14 1 FULL-TIME PRINCIPAL CLERK/ASSISTANT TREASURER

ASSESSORS
C-13 1 FULL-TIME, PRINCIPAL CLERK/DEPARMENT ASSISTANT

TOWN CLERK
C-12 1 PART-TIME, SENIOR CLERK/ASSISTANT TO THE TOWN CLERK

WATER DEPARTMENT
C-12 1 PART-TIME, SENIOR CLERK
C-13 1 FULL-TIME, PRINCIPAL CLERK/DEPARTMENT ASSISTANT

PARK AND RECREATION
C-13 1 FULL-TIME, PRINCIPAL CLERK/DEPARTMENT ASSISTANT

## WAGE AND SALARY CLASSIFICATION PLAN

BUILDING/INSEPECTIONS
C-13 2 PART-TIME, PRINCIPAL CLERKS/DEPARTMENT ASSISTANTS

BOARD OF HEALTH
C-14 1 FULL-TIME, ADMINISTRATIVE ASSISTANT

HIGHWAY
C-12 1 FULL-TIME, SENIOR CLERK
C-13 1 FULL-TIME, PRINCIPAL CLERK/DEPARTMENT ASSISTANT

### *CIVILIAN DISPATCHERS*

EFFECTIVE JULY 1, 1992

| | MINIMUM | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|---|---|---|---|---|---|---|---|
| Annual | $19,261.24 | $19,936.90 | $20,695.59 | $21,494.19 | $22,354.80 | $23,236.43 | $24,097.04 |
| Weekly | $370.41 | $383.40 | $397.99 | $413.36 | $429.90 | $446.85 | $463.41 |
| Hourly | $9.87 | $10.22 | $10.62 | $11.03 | $11.46 | $11.91 | $12.36 |
| Overtime | $14.81 | $15.34 | $15.92 | $16.53 | $17.20 | $17.87 | $18.53 |

EFFECTIVE JULY 1, 1993

| | MINIMUM | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|---|---|---|---|---|---|---|---|
| Annual | $19,694.62 | $20,385.48 | $21,161.24 | $21,977.81 | $22,857.78 | $23,759.25 | $24,639.22 |
| Weekly | $378.74 | $392.03 | $406.94 | $422.66 | $439.57 | $456.90 | $473.84 |
| Hourly | $10.09 | $10.45 | $10.86 | $11.28 | $11.72 | $12.18 | $12.64 |
| Overtime | $15.14 | $15.69 | $16.28 | $16.90 | $17.59 | $18.27 | $18.95 |

EFFECTIVE JANUARY 1, 1994

| | MINIMUM | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|---|---|---|---|---|---|---|---|
| Annual | $20,137.75 | $20,844.15 | $21,637.37 | $22,472.31 | $23,372.08 | $24,293.83 | $25,193.61 |
| Weekly | $387.27 | $400.85 | $416.10 | $432.17 | $449.46 | $467.18 | $484.50 |
| Hourly | $10.32 | $10.69 | $11.10 | $11.53 | $11.98 | $12.45 | $12.92 |
| Overtime | $15.48 | $16.04 | $16.64 | $17.28 | $17.98 | $18.68 | $19.37 |

### *POLICE DEPARTMENT-UNION*

EFFECTIVE JULY 1, 1992

| | | | | | |
|---|---|---|---|---|---|
| P4 Lieutenant | Annual | $37,940.98 | $39,862.06 | $41,870.93 | $43,985.56 |
| | Weekly | $729.64 | $766.58 | $805.21 | $845.88 |
| | Hourly | $19.45 | $20.44 | $21.47 | $22.55 |
| | Overtime | $29.17 | $30.66 | $32.20 | $33.82 |
| | Holiday | $145.88 | $153.31 | $161.03 | $169.14 |
| P2 Sergeant | Annual | $32,801.16 | $34,414.80 | $36,132.48 | $37,940.94 |
| | Weekly | $630.79 | $661.83 | $694.85 | $729.64 |
| | Hourly | $16.82 | $17.65 | $18.53 | $19.45 |
| | Overtime | $25.22 | $26.47 | $27.80 | $29.17 |
| | Holiday | $126.14 | $132.35 | $139.00 | $145.88 |
| P1 Patrolman | Annual | $27,768.48 | $28,882.32 | $30,037.98 | $31,230.36 |

## WAGE AND SALARY CLASSIFICATION PLAN

| | | | | | |
|---|---|---|---|---|---|
| | Weekly | $534.01 | $555.43 | $577.66 | $600.59 |
| | Hourly | $14.24 | $14.81 | $15.40 | $16.01 |
| | Overtime | $21.36 | $22.22 | $23.10 | $24.02 |
| | Holiday | $106.79 | $111.08 | $115.52 | $120.11 |
| | **EFFECTIVE JULY 1, 1993** | | | | |
| P4 Lieutenant | Annual | $38,794.65 | $40,758.96 | $42,813.03 | $44,975.24 |
| | Weekly | $746.06 | $783.83 | $823.33 | $864.91 |
| | Hourly | $19.89 | $20.90 | $21.95 | $23.06 |
| | Overtime | $29.83 | $31.35 | $32.92 | $34.58 |
| | Holiday | $149.16 | $156.76 | $164.65 | $172.95 |
| P2 Sergeant | Annual | $33,539.19 | $35,189.13 | $36,945.46 | $38,794.61 |
| | Weekly | $644.98 | $676.72 | $710.48 | $746.06 |
| | Hourly | $17.20 | $18.05 | $18.95 | $19.89 |
| | Overtime | $25.79 | $27.07 | $28.43 | $29.83 |
| | Holiday | $128.98 | $135.33 | $142.13 | $149.16 |
| P1 Patrolman | Annual | $28,393.27 | $29,532.17 | $30,713.83 | $31,933.04 |
| | Weekly | $546.03 | $567.93 | $590.66 | $614.10 |
| | Hourly | $14.56 | $15.14 | $15.75 | $16.37 |
| | Overtime | $21.84 | $22.72 | $23.62 | $24.56 |
| | Holiday | $109.19 | $113.58 | $118.12 | $122.81 |
| | **EFFECTIVE JANUARY 1, 1994** | | | | |
| P4 Lieutenant | Annual | $39,667.53 | $41,676.03 | $43,776.32 | $45,987.18 |
| | Weekly | $762.84 | $801.46 | $841.85 | $884.37 |
| | Hourly | $20.34 | $21.37 | $22.45 | $23.58 |
| | Overtime | $30.50 | $32.06 | $33.67 | $35.36 |
| | Holiday | $152.52 | $160.29 | $168.36 | $176.84 |
| P2 Sergeant | Annual | $34,293.82 | $35,980.89 | $37,776.73 | $39,667.49 |
| | Weekly | $659.49 | $691.95 | $726.47 | $762.84 |
| | Hourly | $17.59 | $18.45 | $19.37 | $20.34 |
| | Overtime | $26.37 | $27.67 | $29.07 | $30.50 |
| | Holiday | $131.88 | $138.37 | $145.33 | $152.52 |
| P1 Patrolman | Annual | $29,032.12 | $30,196.65 | $31,404.90 | $32,651.54 |
| | Weekly | $558.31 | $580.71 | $603.95 | $627.92 |
| | Hourly | $14.89 | $15.48 | $16.10 | $16.74 |
| | Overtime | $22.33 | $23.23 | $24.15 | $25.11 |
| | Holiday | $111.65 | $116.13 | $120.78 | $125.58 |

## *FIRE DEPARTMENT - UNION*

| | | EFFECTIVE JULY 1, 1992 | | | | EFFECTIVE JULY 1, 1993 | | | | EFFECTIVE JANUARY 1, 1994 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | START | 1 YEAR | 2 YEARS | MAXIMUM | START | 1 YEAR | 2 YEARS | MAXIMUM | START | 1 YEAR | 2 YEARS | MAXIMUM |
| Deputy | F-6 | | | | $41,048 | | | | $41,972 | | | | $42,916 |
| Captain | F-5 | $33,370 | $34,524 | $35,729 | $36,980 | $34,121 | $35,301 | $36,533 | $37,812 | $34,889 | $36,095 | $37,355 | $38,663 |
| Elec./Mec | F-4 | $32,187 | $33,237 | $34,381 | $35,569 | $32,911 | $33,985 | $35,155 | $36,369 | $33,652 | $34,749 | $35,946 | $37,188 |
| Lieutenant | F-3 | $30,474 | $31,435 | $32,623 | $33,762 | $31,160 | $32,142 | $33,357 | $34,522 | $31,861 | $32,865 | $34,108 | $35,298 |
| Clerk | F-2 | $29,519 | $30,518 | $32,135 | $32,630 | $30,183 | $31,205 | $32,858 | $33,364 | $30,862 | $31,907 | $33,597 | $34,115 |
| Firefighter | F-1 | $27,576 | $28,530 | $29,518 | $30,542 | $28,196 | $29,172 | $30,182 | $31,229 | $28,831 | $29,828 | $30,861 | $31,932 |

## WAGE AND SALARY CLASSIFICATION PLAN

### *LIBRARY - UNION*

| Step | | Effective July 1, 1992 | | | | | Effective July 1, 1993 | | | | | Effective January 1, 1994 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | L-1 | L-2 | L-3 | L-4 | L-5 | L-1 | L-2 | L-3 | L-4 | L-5 | L-1 | L-2 | L-3 | L-4 | L-5 |
| 1 | Annual | $19,800 | $21,383 | $23,095 | $24,942 | $26,937 | $20,246 | $21,864 | $23,615 | $25,503 | $27,543 | $20,701 | $22,356 | $24,146 | $26,077 | $28,163 |
| | Weekly | $381 | $411 | $444 | $480 | $518 | $389 | $420 | $454 | $490 | $530 | $398 | $430 | $464 | $501 | $542 |
| | Hourly | $11 | $12 | $13 | $14 | $15 | $11 | $12 | $13 | $14 | $15 | $11 | $12 | $13 | $14 | $15 |
| 2 | Annual | $20,224 | $21,842 | $23,590 | $25,477 | $27,515 | $20,679 | $22,333 | $24,121 | $26,050 | $28,134 | $21,144 | $22,836 | $24,663 | $26,636 | $28,767 |
| | Weekly | $389 | $420 | $454 | $490 | $529 | $398 | $429 | $464 | $501 | $541 | $407 | $439 | $474 | $512 | $553 |
| | Hourly | $11 | $12 | $13 | $14 | $15 | $11 | $12 | $13 | $14 | $15 | $12 | $13 | $14 | $15 | $16 |
| 3 | Annual | $20,648 | $22,300 | $24,084 | $26,011 | $28,092 | $21,113 | $22,802 | $24,626 | $26,596 | $28,724 | $21,588 | $23,315 | $25,180 | $27,195 | $29,370 |
| | Weekly | $397 | $429 | $463 | $500 | $540 | $406 | $438 | $474 | $511 | $552 | $415 | $448 | $484 | $523 | $565 |
| | Hourly | $11 | $12 | $13 | $14 | $15 | $12 | $13 | $14 | $15 | $16 | $12 | $13 | $14 | $15 | $16 |
| 4 | Annual | $21,072 | $22,758 | $24,579 | $26,546 | $28,669 | $21,546 | $23,270 | $25,132 | $27,143 | $29,314 | $22,031 | $23,794 | $25,697 | $27,754 | $29,974 |
| | Weekly | $405 | $438 | $473 | $511 | $551 | $414 | $447 | $483 | $522 | $564 | $424 | $458 | $494 | $534 | $576 |
| | Hourly | $12 | $13 | $14 | $15 | $16 | $12 | $13 | $14 | $15 | $16 | $12 | $13 | $14 | $15 | $16 |
| 5 | Annual | $21,497 | $23,216 | $25,074 | $27,080 | $29,246 | $21,981 | $23,738 | $25,638 | $27,689 | $29,904 | $22,475 | $24,272 | $26,215 | $28,312 | $30,577 |
| | Weekly | $413 | $446 | $482 | $521 | $562 | $423 | $457 | $493 | $532 | $575 | $432 | $467 | $504 | $544 | $588 |
| | Hourly | $12 | $13 | $14 | $15 | $16 | $12 | $13 | $14 | $15 | $16 | $12 | $13 | $14 | $16 | $17 |
| 6 | Annual | $21,921 | $23,675 | $25,569 | $27,614 | $29,824 | $22,414 | $24,208 | $26,144 | $28,235 | $30,495 | $22,919 | $24,752 | $26,733 | $28,871 | $31,181 |
| | Weekly | $422 | $455 | $492 | $531 | $574 | $431 | $466 | $503 | $543 | $586 | $441 | $476 | $514 | $555 | $600 |
| | Hourly | $12 | $13 | $14 | $15 | $16 | $12 | $13 | $14 | $16 | $17 | $13 | $14 | $15 | $16 | $17 |
| 7 | Annual | $22,345 | $24,133 | $26,064 | $28,149 | $30,401 | $22,848 | $24,676 | $26,650 | $28,782 | $31,085 | $23,362 | $25,231 | $27,250 | $29,430 | $31,784 |
| | Weekly | $430 | $464 | $501 | $541 | $585 | $439 | $475 | $513 | $554 | $598 | $449 | $485 | $524 | $566 | $611 |
| | Hourly | $12 | $13 | $14 | $15 | $17 | $13 | $14 | $15 | $16 | $17 | $13 | $14 | $15 | $16 | $17 |
| 8 | Annual | $22,769 | $24,591 | $26,559 | $28,683 | $30,978 | $23,281 | $25,144 | $27,157 | $29,328 | $31,675 | $23,805 | $25,710 | $27,768 | $29,988 | $32,388 |
| | Weekly | $438 | $473 | $511 | $552 | $596 | $448 | $484 | $522 | $564 | $609 | $458 | $494 | $534 | $577 | $623 |
| | Hourly | $13 | $14 | $15 | $16 | $17 | $13 | $14 | $15 | $16 | $17 | $13 | $14 | $15 | $16 | $18 |
| 9 | Annual | $23,194 | $25,049 | $27,053 | $29,218 | $31,555 | $23,716 | $25,613 | $27,662 | $29,875 | $32,265 | $24,249 | $26,189 | $28,284 | $30,548 | $32,991 |
| | Weekly | $446 | $482 | $520 | $562 | $607 | $456 | $493 | $532 | $575 | $620 | $466 | $504 | $544 | $587 | $634 |
| | Hourly | $13 | $14 | $15 | $16 | $17 | $13 | $14 | $15 | $16 | $18 | $13 | $14 | $16 | $17 | $18 |
| 10 | Annual | $23,618 | $25,508 | $27,548 | $29,752 | $32,132 | $24,149 | $26,082 | $28,168 | $30,421 | $32,855 | $24,693 | $26,669 | $28,802 | $31,106 | $33,594 |
| | Weekly | $454 | $491 | $530 | $572 | $618 | $464 | $502 | $542 | $585 | $632 | $475 | $513 | $554 | $598 | $646 |
| | Hourly | $13 | $14 | $15 | $16 | $18 | $13 | $14 | $15 | $17 | $18 | $14 | $15 | $16 | $17 | $18 |
| 11 | Annual | $24,042 | $25,966 | $28,043 | $30,287 | $32,709 | $24,583 | $26,550 | $28,674 | $30,968 | $33,445 | $25,136 | $27,148 | $29,319 | $31,665 | $34,197 |
| | Weekly | $462 | $499 | $539 | $582 | $629 | $473 | $511 | $551 | $596 | $643 | $483 | $522 | $564 | $609 | $658 |
| | Hourly | $13 | $14 | $15 | $17 | $18 | $14 | $15 | $16 | $17 | $18 | $14 | $15 | $16 | $17 | $19 |
| 12 | Annual | $24,467 | $26,424 | $28,539 | $30,821 | $33,287 | $25,018 | $27,019 | $29,181 | $31,514 | $34,036 | $25,580 | $27,626 | $29,838 | $32,224 | $34,802 |
| | Weekly | $471 | $508 | $549 | $593 | $640 | $481 | $520 | $561 | $606 | $655 | $492 | $531 | $574 | $620 | $669 |
| | Hourly | $13 | $15 | $16 | $17 | $18 | $14 | $15 | $16 | $17 | $19 | $14 | $15 | $16 | $18 | $19 |
| 13 | Annual | $24,891 | $26,882 | $29,033 | $31,356 | $33,864 | $25,451 | $27,487 | $29,686 | $32,062 | $34,626 | $26,024 | $28,105 | $30,354 | $32,783 | $35,405 |
| | Weekly | $479 | $517 | $558 | $603 | $651 | $489 | $529 | $571 | $617 | $666 | $500 | $540 | $584 | $630 | $681 |
| | Hourly | $14 | $15 | $16 | $17 | $19 | $14 | $15 | $16 | $18 | $19 | $14 | $15 | $17 | $18 | $19 |
| 14 | Annual | $25,315 | $27,341 | $29,528 | $31,890 | $34,441 | $25,885 | $27,956 | $30,192 | $32,608 | $35,216 | $26,467 | $28,585 | $30,872 | $33,341 | $36,008 |
| | Weekly | $487 | $526 | $568 | $613 | $662 | $498 | $538 | $581 | $627 | $677 | $509 | $550 | $594 | $641 | $692 |
| | Hourly | $14 | $15 | $16 | $18 | $19 | $14 | $15 | $17 | $18 | $19 | $15 | $16 | $17 | $18 | $20 |
| 15 | Annual | $25,740 | $27,799 | $30,023 | $32,425 | $35,019 | $26,319 | $28,424 | $30,699 | $33,155 | $35,807 | $26,911 | $29,064 | $31,389 | $33,901 | $36,613 |
| | Weekly | $495 | $535 | $577 | $624 | $673 | $506 | $547 | $590 | $638 | $689 | $518 | $559 | $604 | $652 | $704 |
| | Hourly | $14 | $15 | $17 | $18 | $19 | $14 | $16 | $17 | $18 | $20 | $15 | $16 | $17 | $19 | $20 |

## WAGE AND SALARY CLASSIFICATION PLAN

### *LIBRARY - UNION*

| Step | | Effective July 1, 1992 L-C | Effective July 1, 1993 L-C | Effective January 1, 1994 L-C |
|---|---|---|---|---|
| Minimum | Annual | $18,969 | $19,396 | $19,833 |
| | Weekly | $365 | $373 | $381 |
| | Hourly | $10 | $11 | $11 |
| After 1 Yr | Annual | $19,675 | $20,118 | $20,571 |
| | Weekly | $378 | $387 | $396 |
| | Hourly | $11 | $11 | $11 |
| After 2 Yrs | Annual | $20,378 | $20,837 | $21,305 |
| | Weekly | $392 | $401 | $410 |
| | Hourly | $11 | $11 | $12 |
| After 3 Yrs | Annual | $21,123 | $21,598 | $22,084 |
| | Weekly | $406 | $415 | $425 |
| | Hourly | $12 | $12 | $12 |
| After 4 Yrs | Annual | $21,900 | $22,393 | $22,897 |
| | Weekly | $421 | $431 | $440 |
| | Hourly | $12 | $12 | $13 |
| After 5 Yrs | Annual | $22,705 | $23,215 | $23,738 |
| | Weekly | $437 | $446 | $456 |
| | hourly | $12 | $13 | $13 |

**CURRENT LIBRARY UNION POSITIONS**

| | |
|---|---|
| L-C | CUSTODIAN |
| L-1 | LIBRARY ASSISTANT |
| L-2 | SERIAL CIRCULATION ASSISTANT |
| L-2 | AUTOMATION ASSISTANT |
| L-3 | 1 ADMINISTRATIVE ASSISTANT |
| L-3 | ASSISTANT CHIDREN'S LIBRARIAN |
| L-4 | HEAD OF CIRCULATION |
| L-5 | HEAD OF CHILDREN'S DEPARTMENT |
| L-5 | HEAD OF REFERENCE AND TECHNICAL SERVICES |

***FINANCE COMMITTEE COMMENTS:*** This is the customary article provided by the Personnel Board. It consists of the annual changes to the Wage and Salary Classification Plan under Article III of the Personnel By-Law.

Salaries for G-Schedule employees were "frozen" and not increased during FY 1993. Furthermore, there were union salary settlements which were under negotiation as of the date of the last annual Town Meeting. The union negotiations have now been completed, resulting in a 2% salary increase effective on a retroactive basis to July 1, 1992, a 2.25% increase effective July 1, 1993 and a 2.25% increase effective January 1, 1994. These union salary increases are reflected in Article III.

Article III also reflects a 4.25% non-retroactive salary increase for G-Schedule employees effective July 1, 1993 as well as a 2.25% salary increase on January 1, 1994. In addition, the Article reflects step increases effective as of each employee's anniversary date.

***ARGUMENTS IN FAVOR:*** The changes in the Wage and Salary Classification Plan allow for systematic increases based partly on employee evaluation and provide reasonable growth with regard to current economic conditions and reflect the favorable economic terms of the successful union negotiations.

***ARGUMENTS OPPOSED:*** The Finance Committee is not aware of any.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 41, Section 108A.

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## ARTICLE 4: CURRENT YEAR TRANSFER

*Proposed by: Finance Committee*

To determine whether the Town will appropriate a sum or sums of money for the operation and expenses of various Town departments for the current fiscal year; to determine whether such appropriations shall be provided by transfer from unappropriated available funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or Federal government, by borrowing or otherwise; and to determine what Town officer, board, or committee, or combination of them, shall be authorized to expend the money or moneys appropriated therefor.

***FINANCE COMMITTEE COMMENTS:*** This article was inserted in the Warrant by the Finance Committee to meet obligations for the current fiscal year not anticipated at budget time last year. Three items are included. One is a transfer to various salary accounts to meet obligations agreed to as a part of current year union negotiations. This represents an increase of 2% for all employees other than G-schedule employees (Department Heads) retroactive to July 1, 1992. All these employees received this amount; however, only those salary accounts needing extra funds to meet this obligation are included.

Secondly, this has been an unusually severe winter which has caused a shortfall in the Town's snow removal accounts. Some $32,000 is needed to meet current obligations and leave some additional funds for anticipated snow removal through the current winter season.

The last transfer of $75,000 from the School Department Budget, provides a partial paydown of our outstanding Teacher Summer Salary Deferral. This deferral was first made in FY1992. The Town deferred $675,000 at that time. Last year the Town reduced the outstanding deferral by the transfer of $211,000 from various departmental accounts. This transfer will reduce the liability to $389,000 which the

Town may amortize over fifteen years beginning in FY1996. As noted last year, it is the hope of the Finance Committee to amortize the remaining amount more rapidly and this transfer is part of this process.

*ARGUMENTS IN FAVOR:* These transfer of funds are necessary for the Town to meet its contractual obligations to employees and its vendors.

*ARGUMENTS OPPOSED:* The Finance Committee is aware of none.

*RECOMMENDATION:* The Finance Committee recommends approval. Vote: Unanimous.

*QUANTUM OF VOTE:* Majority - see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, Two-Thirds - see Chapter 44, Section 7.

CURRENT YEAR TRANSFERS

| SALARY ADJUSTMENTS | |
|---|---|
| WAYLAND TOWN BUILDING SAL | $1,100 |
| TOWN SURVEYOR SALARY | $750 |
| INSPECTION SALARY | $650 |
| JOINT COMMUNICATIONS | $4,000 |
| HIGHWAY SALARY | $8,800 |
| LIBRARY SALARY | $4,700 |
| PARK AND RECREATION SALARY | $3,800 |
| TOTAL SAL ADJUSTMENT | $23,800 |

| SNOW REMOVAL | |
|---|---|
| HIGHWAY OVERTIME (SNOW REMOVAL) | $23,000 |
| HIGHWAY SNOW REMOVAL | $25,000 |
| HIGHWAY EQUIP MAINT (GASOLINE) | $5,000 |
| TOTAL SNOW REMOVAL | $53,000 |

| | |
|---|---|
| TEACHER SUMMER SALARIES | $75,000 |
| GRAND TOTAL | $151,800 |

| FUNDING SOURCES: | |
|---|---|
| UNCLASSIFIED INSURANCE GENERAL | $35,000 |
| SCHOOL AREA 1 | $75,000 |
| UNRESERVED FUND BALANCE | $41,800 |
| TOTAL SOURCES | $151,800 |

## ARTICLE 5: FY 94 OMNIBUS BUDGET

*Proposed by: Finance Committee*

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures for equipment, improvements or other purposes, and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

***FINANCE COMMITTEE COMMENTS:*** Following the Finance Committee recommendation is a budget summary of the motion the Finance Committee expects to make under the Article. See the Finance Committee Report for additional budget information.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B.

Motion Under Article 5.

For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

"That the Executive Secretary be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, and the Cochituate Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;

That the operation of the landfill be under the supervision of the Road Commissioners;

That the appropriation under Conservation Commission for "Conservation Fund" be maintained as a fund against future purchases and not be expended without future vote of the Finance Committee and Board of Selectmen.

That all purchases of data processing equipment be submitted to the Information Systems Committee for approval before such purchase is made;

That the appropriation for "Hydrant Rental" of $18,000 for the Water Department granted in the budget be transferred to "Water Available Surplus";

That the Office of the Town Clerk be continued on a salary basis and that all fees from whatever source derived be turned over to the Town as Town income;

That all fees, wages, or payments made to the Tree Warden, from whatever source, be turned over to the Town as Town income.

That the Director of Youth and Adolescent Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Adolescent Services and Staff at the Annual Town Meeting. The Director of Youth and Adolescent Services and Staff will receive administrative support from the School Department."

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| | **SELECTMEN** | | | | |
| 1 | SALARIES | $483 | $500 | | $500 |
| 2 | EXPENSE | $6,112 | $2,532 | | $2,750 |
| 3 | OTHER,METRO WEST | $2,000 | $2,400 | | $4,050 |
| 4 | MASS MUNICIP DUES | $0 | $2,568 | | $2,700 |
| 5 | JCC STUDY | $0 | $5,000 | | $0 |
| | TOTAL SELECTMEN | $8,595 | $13,000 | | $10,000 |
| | **CIVIL DEFENSE** | | | | |
| 6 | SALARY | $2,500 | $2,500 | | $2,500 |
| 7 | EQUIP, AMMO, SUPPLIES | $5,858 | $5,858 | | $5,858 |
| 8 | UNIFORMS | $930 | $930 | | $930 |
| | TOTAL CIVIL DEFENSE | $9,288 | $9,288 | | $9,288 |
| | **TOWN OFFICE** | | | | |
| | SALARIES: | | | | |
| | EXECUTIVE SECRETARY | | $65,739 | $64,618 | $68,146 |
| | ASST. EXEC. SECRTY | | $38,882 | $23,566 | $24,853 |
| | FIN. DIR./TOWN ACCT. | | $59,283 | $59,283 | $62,520 |
| | OFFICE ADMIN | | $27,597 | | $30,199 |
| | S. SCHEDULE | | $26,078 | | $28,558 |
| | CLERICAL | | $51,784 | | $69,944 |
| | OVERTIME/LONGEVITY | | $4,000 | | $2,000 |
| 9 | TOTAL SALARIES | $285,915 | $273,363 | | $286,220 |
| 10 | EXPENSE | $37,464 | $41,500 | | $41,800 |
| 11 | SAFETY IMPROV PROJECT | $2,739 | $0 | | $0 |
| 12 | EQUIPMENT | $2,361 | $5,000 | | $5,000 |
| 13 | TELEPHONES | $37,160 | $32,000 | | $32,000 |
| 14 | CONTRACT SERVICES | $28,000 | $28,000 | | $20,000 |
| 15 | ENERGY COMMITTEE 82 | $43 | $0 | | $0 |
| | TOTAL TOWN OFFICE | $393,682 | $379,863 | | $385,020 |
| | **WAYLAND TOWN BUILDING** | | | | |
| 16 | SALARIES | $52,632 | $55,427 | | $60,991 |
| 17 | BUILDING UTILITIES | $67,393 | $68,900 | | $68,100 |
| 18 | EXPENSE | $14,781 | $22,100 | | $22,100 |
| | TOTAL TOWN BUILDING | $134,806 | $146,427 | | $151,191 |
| | **OTHER TOWN BUILDG–COCHIT** | | | | |
| 19 | EXPENSES | $16,515 | $17,500 | | $16,500 |
| | **DATA PROCESSING** | | | | |
| | MANAGER | $48,200 | $48,159 | $23,836 | $25,137 |
| | COMPUTER OPERATOR | $2,489 | $1,100 | | $1,100 |
| 20 | TOTAL SAL | $50,689 | $49,259 | | $26,237 |
| | EXPENSES | | | | |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 21 | FORMS,SUPPLIES | $9,489 | $19,900 | | $20,000 |
| 22 | EDUCATION/TRAVEL | $814 | $900 | | $0 |
| 23 | EQUIPMENT | | | | |
| 24 | RENTAL AND REPAIRS | $14,488 | $18,000 | | $15,250 |
| 25 | NEW APPLICATIONS | $0 | $0 | | $4,000 |
| 26 | PROFESSIONAL SERVICES | $24,093 | $15,800 | | $17,700 |
| | TOTAL DATA PROCESSING | $99,573 | $103,859 | | $83,187 |
| | TREASURER/COLLECTOR | | | | |
| | TREASURER/COL. SALARY | $40,283 | $40,791 | $40,841 | $43,071 |
| | CLERICAL SALARY | $42,670 | $45,996 | | $50,476 |
| 27 | TOTAL SALARIES | $82,953 | $86,787 | | $93,547 |
| | EXPENSES: | | | | |
| 28 | OPERATING EXPENSE | $2,177 | $2,177 | | $2,267 |
| 29 | TAX TITLE EXPENSE | $1,000 | $8,375 | | $10,344 |
| 30 | EXCISE TAX PROGRAM | $1,400 | $0 | | $0 |
| 31 | BANKING SERVICES | $16,900 | $13,000 | | $15,000 |
| 32 | LOCK BOX SEVICES | $14,892 | $13,679 | | $13,589 |
| 33 | COMPUTER TRAINING | $1,400 | $800 | | $600 |
| 34 | MAILING SERVICE | $0 | $1,500 | | $1,575 |
| | TOTAL TREAS/COLLECTOR | $120,722 | $126,318 | | $136,922 |
| | ASSESSORS | | | | |
| 35 | SALARIES | $0 | $4,600 | | $4,600 |
| 36 | PROF/CLERICAL | $64,158 | $76,100 | | $78,100 |
| 37 | EXPENSE | $4,982 | $5,500 | | $5,500 |
| 38 | PROF SERVICES | $15,558 | $20,500 | | $20,500 |
| 39 | APPRAISALS | ($209) | $0 | | $0 |
| 40 | PROPERTY REASSESS | $2,390 | $35,000 | | $0 |
| 41 | OTHER EXPENSE | $2,500 | $3,000 | | $4,000 |
| 42 | SPEC BUDGET ITEM–REVAL FUND | $0 | $0 | | $35,000 |
| | TOTAL ASSESSORS | $89,379 | $144,700 | | $147,700 |
| 43 | FINANCE COMMITTEE | $160 | $160 | | $160 |
| | PERSONNEL BOARD | | | | |
| 44 | EXPENSE | $500 | $500 | | $500 |
| 45 | ADJUSTMENT FUND | $12 | $2,700 | | $7,500 |
| | TOTAL PERSONNEL BOARD | $512 | $3,200 | | $8,000 |
| | TOWN COUNSEL | | | | |
| | PROFESSIONAL SERVICES | | | | |
| 46 | ASSOC. TOWN COUNSEL | $20,420 | $16,000 | | $14,000 |
| 47 | LABOR COUNSEL | $190 | $6,000 | | $6,000 |
| 48 | PROFESSIONAL SERVICES | $8,284 | $0 | | $0 |
| 49 | TOWN COUNSEL | $45,749 | $43,000 | | $47,500 |
| 50 | MISCELLANEOUS | $0 | $0 | | $2,500 |
| | TOTAL PROFESSIONAL SER | $74,643 | $65,000 | | $70,000 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 51 | LEGAL EXPENSES | $4,165 | $2,500 | | $0 |
| 52 | TAX TITLE | $1,214 | $0 | | $0 |
| 53 | TOTAL TOWN COUNSEL | $80,022 | $67,500 | | $70,000 |
| | REGISTRARS | | | | |
| 54 | SALARY | $675 | $675 | | $675 |
| 55 | LISTING | $830 | $1,500 | | $1,500 |
| | TOTAL REGISTRARS | $1,505 | $2,175 | | $2,175 |
| | TOWN CLERK | | | | |
| 56 | TOWN CLERK SALARY | $30,000 | $30,349 | $30,000 | $31,638 |
| 57 | TOWN CLERK ADDED COMP | $400 | $400 | | $400 |
| 58 | CLERICAL | $16,433 | $18,450 | | $19,550 |
| 59 | EXPENSE | $2,303 | $2,776 | | $2,771 |
| | TOTAL TOWN CLERK | $49,136 | $51,975 | | $54,359 |
| | ELECTIONS | | | | |
| 60 | OFFICERS SALARIES | $3,827 | $6,861 | | $2,557 |
| 61 | EXPENSE | $3,668 | $5,706 | | $3,740 |
| | TOTAL ELECTIONS | $7,495 | $12,567 | | $6,297 |
| | PLANNING BOARD | | | | |
| 62 | EXPENSE | $2,270 | $4,000 | | $4,150 |
| 63 | PLANNING ADMINISTRATOR SAL | $43,715 | $44,183 | $44,183 | $46,599 |
| | TOTAL PLANNING BOARD | $45,985 | $48,183 | | $50,749 |
| | TOWN SURVEYOR | | | | |
| | TOWN SURVEYOR SAL | $48,601 | $48,459 | $48,459 | $51,405 |
| | SURVEY/COMP SPEC SAL | $37,538 | $38,265 | | $38,925 |
| 64 | TOTAL SAL | $86,139 | $86,724 | | $90,330 |
| 65 | EXPENSE | $2,345 | $2,350 | | $2,475 |
| 66 | VEHICLE EXPENSE | $2,963 | $1,230 | | $600 |
| 67 | COMPUTER SYSTEM MAINT | ($1,048) | $2,480 | | $3,250 |
| 68 | COMPUTER TRAINING | $0 | $1,800 | | $1,400 |
| | TOTAL TOWN SURVEYOR | $90,399 | $94,584 | | $98,055 |
| | CONSERVATION | | | | |
| 69 | EXPENSE | $5,665 | $5,963 | | $6,113 |
| 70 | PROF SERVICES/MISC | $986 | $1,500 | | $1,500 |
| 71 | SALARIES | $33,835 | $33,853 | $33,853 | $39,301 |
| 72 | CAPITAL PURCHASE | $0 | $0 | | $3,000 |
| 73 | CARRIAGE SHED | $1,400 | $0 | | $0 |
| | TOTAL CONSERVATION | $41,886 | $41,316 | | $49,914 |
| | HISTORICAL COMMISSION | | | | |
| 74 | PROF SERVICES | $944 | $900 | | $0 |
| 75 | EXPENSE | $260 | $214 | | $1,114 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| | TOTAL HISTORICAL COMM | $1,204 | $1,114 | | $1,114 |
| 76 | SURFACE WATER QUALITY COM | $10,000 | $4,920 | | $4,920 |
| 77 | HISTORIC DISTRICT COMM | $83 | $100 | | $100 |
| | COUNCIL ON AGING | | | | |
| 77 | SALARIES | $32,499 | $37,017 | $32,517 | $45,016 |
| 78 | OPERATING EXPENSE | $3,499 | $3,500 | | $3,500 |
| 79 | EQUIPMENT | $394 | $400 | | $400 |
| 80 | TRANSPORTATION | $23,600 | $23,600 | | $23,600 |
| | TOTAL COUNCIL ON AGING | $59,992 | $64,517 | | $72,516 |
| | TOTAL GENERAL GOVERNMENT | $1,260,939 | $1,333,266 | | $1,358,167 |
| | POLICE | | | | |
| | SALARIES | | | | |
| | POLICE CHIEF SALARY | $58,559 | $55,171 | $51,059 | $53,847 |
| | LIEUTENANT SALARY | $45,124 | $42,269 | | $42,446 |
| | YOUTH OFFICER SAL | $33,816 | $0 | | $0 |
| | SERGEANTS SALARY | $146,262 | $182,305 | | $181,140 |
| | DETECTIVES SAL | $98,387 | $0 | | $0 |
| | SPECIALISTS | $0 | $120,048 | | $126,636 |
| | PATROLMEN SAL | $346,392 | $300,120 | | $316,406 |
| | INTERNS SAL | $6,290 | $6,000 | | $6,396 |
| | OVERTIME SAL | $109,944 | $75,134 | | $84,445 |
| | HOLIDAY SAL | $34,412 | $43,634 | | $45,486 |
| | SCHOOL TRAFFIC SUPR | $8,387 | $12,918 | | $14,114 |
| | COURT TIME | $11,726 | $10,500 | | $12,000 |
| | CLERK | $27,004 | $27,102 | | $28,572 |
| | TUITION REIMB | $369 | $1,000 | | $1,900 |
| | NIGHT DIFFERENTIAL | $14,341 | $15,251 | | $16,183 |
| | LONGEVITY | $0 | $3,750 | | $3,650 |
| | PROFESSIONAL STIPEND | $0 | $7,500 | | $7,500 |
| | ED. INCENTIVE | $0 | $50,454 | | $53,128 |
| 1 | TOTAL SALARIES | $941,013 | $953,156 | | $993,849 |
| | EXPENSE: | | | | |
| 2 | OPERATING EXPENSE | $11,844 | $11,850 | | $11,850 |
| 3 | UNIFORM EXPENSE | $14,619 | $14,800 | | $14,800 |
| 4 | TRAINING EXPENSE | $26,101 | $30,000 | | $34,000 |
| 5 | YOUTH OFFICER EXPENSE | $800 | $800 | | $800 |
| 6 | CRIME PREVENTION | $800 | $800 | | $800 |
| 7 | SPECIAL SERVICES | $500 | $500 | | $500 |
| 8 | ANNUAL PHYSICALS | $2,000 | $2,000 | | $2,000 |
| 9 | OUT-OF-STATE TRAVEL | $1,499 | $1,500 | | $1,500 |
| 10 | PUBLIC SAFETY COMPUTER | $4,952 | $5,000 | | $5,000 |
| 11 | POLICE RADIO | $2,364 | $0 | | $0 |
| | EQUIPMENT | | | | |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 12 | POLICE CARS PURCHASE | $59,000 | $55,600 | | $60,100 |
| 13 | VEHICLE OPERATION EXPENSE | $14,986 | $15,000 | | $15,000 |
| 14 | NEW EQUIPMENT,MISC,OFFICE | $2,103 | $2,103 | | $2,000 |
| 15 | OTHER EQUIPMENT | $2,907 | $0 | | $2,103 |
| 16 | EQUIPMENT MAINT & REPAIR | $4,173 | $5,100 | | $5,600 |
| 17 | VEHICLE GASOLINE | $21,000 | $21,000 | | $21,000 |
| 18 | ACCREDITATION | $793 | $0 | | $0 |
| | TOTAL POLICE DEPT | $1,111,454 | $1,119,209 | | $1,170,902 |
| | FIRE | | | | |
| | SALARIES | | | | |
| | CHIEF SALARY | $52,047 | $52,087 | $52,087 | $54,931 |
| | DEPUTY CHIEF SAL | $40,014 | $40,243 | | $42,440 |
| | CAPTAINS SAL | $106,636 | $108,152 | | $114,713 |
| | LIEUTENANTS SAL | $76,839 | $130,124 | | $139,642 |
| | FIREFIGHTERS SAL | $520,905 | $485,911 | | $515,491 |
| | INCENTIVE & EMT | $26,559 | $34,000 | | $36,500 |
| | OVERTIME | $61,971 | $66,300 | | $70,000 |
| | CALLBACK PAY | $9,870 | $10,000 | | $10,000 |
| | HOLIDAY PAY | $39,503 | $40,751 | | $43,438 |
| | CALLMEN HOURLY | $3,862 | $5,000 | | $5,000 |
| | CALLMEN ANNUALLY | $3,500 | $4,400 | | $4,400 |
| | CLERICAL PART TIME | $1,910 | $3,000 | | $8,665 |
| | CALLBACK PAY: AMBULANCE | $18,301 | $19,000 | | $20,000 |
| 19 | TOTAL SALARIES | $961,917 | $998,968 | | $1,065,220 |
| 20 | OPERATING EXPENSE | $7,895 | $7,800 | | $8,400 |
| 21 | AMBULANCE EXPENSE | $3,952 | $5,000 | | $5,000 |
| 22 | FIRE ALARM SYSTEM EXPENSE | $2,800 | $2,800 | | $3,100 |
| 23 | TRAINING AND EDUCATION | $1,776 | $2,000 | | $2,000 |
| 24 | UNIFORM EXPENSE | $10,500 | $10,900 | | $10,900 |
| 25 | OUT OF STATE TRAVEL | $300 | $500 | | $500 |
| 26 | PHYSICAL EXAMS | $265 | $1,500 | | $1,500 |
| | EQUIPMENT | | | | |
| 27 | MISC. EQUIPMENT & HOSE | $10,103 | $13,400 | | $13,000 |
| 28 | EQUIPMENT MAINTENANCE | $7,713 | $6,500 | | $9,000 |
| 29 | EQUIPMENT RENTAL | $158 | $150 | | $180 |
| 30 | VEHICLE GASOLINE | $3,057 | $6,000 | | $5,000 |
| 31 | COMPUTER | $4,994 | $5,000 | | $5,000 |
| 32 | AMBULANCE REPLACEMENT | $40,991 | $0 | | $0 |
| | TOTAL FIRE DEPT. | $1,056,421 | $1,060,518 | | $1,128,800 |
| | INSPECTION | | | | |
| | SALARIES | | | | |
| | BLDG.&ZONING INSP.SAL | $35,473 | $35,858 | $35,858 | $37,816 |
| | DEP BLDG INSP | $4,818 | $0 | | $0 |
| | SUB INSPECTOR SAL | $1,806.00 | $2,107 | | $2,704 |
| | WIRING INSPECTOR | $9,520.00 | $9,341 | | $10,258 |
| | GAS/PLMING INSPECTOR | $5,439.00 | $9,341 | | $10,258 |
| | PLUMBING INSPECTOR | $4,552.00 | $0 | | $0 |
| | CLERICAL | $31,665 | $31,811 | | $33,815 |
| | SEALER OF WEIGHTS,MEAS | $525 | $500 | | $500 |
| 33 | TOTAL SALARIES | $93,798 | $88,958 | | $95,351 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| | EXPENSE: | | | | |
| 34 | BUILDING & ZONING EXPENSE | $2,736 | $3,375 | | $3,375 |
| 35 | INSPECTORS EXPENSE | $2,095 | $2,100 | | $2,215 |
| 36 | ZONING BOARD EXPENSE | $785 | $785 | | $785 |
| 37 | PROFESSIONAL SERVICE | $0 | $0 | | $1,175 |
| 38 | ZONING BY–LAWS COMMITTEE | $1,725 | $0 | | $0 |
| | EQUIPMENT | | | | |
| 39 | VEHICLE EXPENSE | $1,173 | $1,200 | | $1,200 |
| 40 | VEHICLE GASOLINE | $840 | $840 | | $560 |
| 41 | CONTRACT SERVICES | $0 | $1,175 | | $0 |
| | DOG OFFICER: | | | | |
| 42 | DOG OFFICER SALARY | $23,400 | $24,558 | $26,352 | $26,352 |
| 43 | DOG OFFICER EXPENSE | $6,333 | $1,670 | | $900 |
| 44 | BOARD VET FEES | $522 | $1,800 | | $1,670 |
| 45 | VEHICLE EXPENSE | $600 | $0 | | $200 |
| 46 | PROFESSIONAL SERVICES | $0 | $0 | | $700 |
| | TOTAL INSPECTION | $134,007 | $126,461 | | $134,483 |
| | JOINT COMMUNICATIONS | | | | |
| 47 | DISPATCHERS SAL | $197,692 | $197,136 | | $207,575 |
| 48 | OPERATING EXPENSE | $18,817 | $18,840 | | $20,395 |
| 49 | BLDG. EXPENSE,MAINT,REPAIR | $12,606 | $12,600 | | $12,600 |
| 50 | BLDG. EXP UTILITIES | $45,387 | $47,400 | | $47,400 |
| 51 | REPAIRS PUBLIC SAFETY BLDG. | $9,692 | $10,000 | | $10,000 |
| | TOTAL JOINT COMM | $284,194 | $285,976 | | $297,970 |
| | TOTAL PROTECTION | $2,586,076 | $2,592,164 | | $2,732,155 |
| | BOARD OF HEALTH | | | | |
| | SALARIES: | | | | |
| | BOARD MEMBERS | $150 | $150 | | $250 |
| | SECRETARY TO THE BOARD | $25,030 | $25,185 | | $26,567 |
| | SUB SECRETARY | $1,019 | $720 | | $720 |
| | ANIMAL INSPECTOR | $804 | $804 | | $804 |
| | HEALTH DIRECTOR | $39,788 | $39,813 | $39,813 | $41,987 |
| | G SCHEDULE | $49 | $0 | | $0 |
| | ANIMAL CONTROL OFFICER | $0 | $0 | | $3,000 |
| 1 | TOTAL SALARIES | $66,840 | $66,672 | | $73,328 |
| | EXPENSES: | | | | |
| 2 | OFFICE EXPENSE | $3,390 | $4,400 | | $4,400 |
| 3 | IN STATE TRAVEL EXPENSE | $69 | $175 | | $175 |
| | CONTRACT/PROF SERVICES | | | | |
| 4 | MENTAL HEALTH CLINICS | $42,730 | $41,230 | | $37,430 |
| 5 | PARMENTER NURSING CARE | $126,247 | $121,247 | | $126,247 |
| 6 | MOSQUITO CONTROL | $15,000 | $14,000 | | $15,652 |
| | SPECIAL BUDGET ITEMS: | | | | |
| 7 | WATER QUALITY STUDY | $1,010 | $3,000 | | $3,500 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 8 | HAZARDOUS WASTE MGT | $14,458 | $17,786 | | $18,000 |
| 9 | SANITARIAN & ENVIRON | $33,572 | $36,645 | | $40,310 |
| | TOTAL BOARD OF HEALTH | $303,316 | $305,155 | | $319,042 |
| | HIGHWAY | | | | |
| | SALARIES: | | | | |
| | DIRECTOR OF HIGHWAY | $49,414 | $49,673 | $49,673 | $52,385 |
| | CLERK SALARY | $44,246 | $46,666 | | $48,520 |
| | HIGHWAY LABOR SALARY | $338,873 | $345,193 | | $375,495 |
| | OVERTIME,LABOR | $47,102 | $45,000 | | $45,000 |
| | SECRETARIAL SERVICES, COMMISSIC | $0 | $5,000 | | $5,000 |
| | SEPTAGE REIMBURSEMENT | ($15,000) | $0 | | $0 |
| 1 | TOTAL SALARIES | $464,635 | $491,532 | | $526,400 |
| | MAINTENANCE: | | | | |
| 2 | MAINTENANCE OF ROADS | $29,481 | $30,000 | | $30,000 |
| 3 | MAINTENANCE OF EQUIPMENT | $69,665 | $70,000 | | $68,000 |
| 4 | SNOW REMOVAL | $50,999 | $51,000 | | $51,000 |
| 5 | SNOW REMOVAL/PRIVATE WAYS | $6,827 | $7,000 | | $7,000 |
| | CONTRACT/PROFESSIONAL SERVICES | | | | |
| 6 | CONTRACT BASIN CLEANING | $12,000 | $13,000 | | $15,000 |
| 7 | CONTRACT LINE PAINTING | $9,000 | $10,000 | | $8,000 |
| 8 | ROAD RESURFACING | $143,614 | $118,500 | | $118,500 |
| 9 | ROAD OILING | $10,000 | $0 | | $0 |
| 10 | CRACK SEALING | $10,000 | $8,000 | | $10,000 |
| 11 | STONE SEALING | $0 | $8,000 | | $8,000 |
| | EQUIPMENT | | | | |
| 12 | EQUIPMENT MISC. | $10,000 | $7,000 | | $7,000 |
| 13 | HIGHWAY GAS | $9,947 | $0 | | $0 |
| | BUILDING MAINTENANCE: | | | | |
| 14 | HIGHWAY GARAGE REPAIR | $8,500 | $3,924 | | $5,000 |
| 15 | HIGHWAY GARAGE UTILITIES | $21,500 | $22,000 | | $20,000 |
| 16 | OTHER GARAGE EXPENSE | $5,000 | $0 | | $0 |
| 17 | OFFICE EXPENSE | $0 | $5,000 | | $6,000 |
| | TOTAL HIGHWAY | $861,168 | $844,956 | | $879,900 |
| | HIGHWAY–LANDFILL | | | | |
| 18 | SALARIES: | $101,889 | $112,477 | | $120,195 |
| | EXPENSE: | | | | |
| 19 | WASTE,OIL COLLECTION | $1,000 | $500 | | $0 |
| 20 | LEACHATE COLLECTION | $19,999 | $20,000 | | $45,000 |
| 22 | DISPOSAL OF WOOD | $10,000 | $16,000 | | $17,000 |
| 24 | FUEL | $0 | $9,000 | | $8,000 |
| | PROFESSIONAL SERVICES | | | | |
| 23 | MISC. ENGINEERING | $57,927 | $40,000 | | $25,000 |
| | BUILDING: | | | | |
| 24 | REPAIRS | $3,803 | $3,500 | | $4,500 |
| 25 | UTILITIES | $10,000 | $6,000 | | $6,500 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 26 | OTHER EXPENSE | $5,965 | $6,000 | | $8,000 |
| 27 | MAINT REPAIRS | $4,000 | $4,750 | | $15,000 |
| 28 | LEASE EQUIPMENT | $88,412 | $74,700 | | $74,700 |
| 29 | OTHER EXPENSE: COVER | $6,487 | $5,000 | | $4,000 |
| 30 | MISC. EQUIPMENT | $4,786 | $5,000 | | $6,000 |
| | TOTAL LANDFILL | $314,268 | $302,927 | | $333,895 |
| | WELFARE | | | | |
| 1 | VET BENEFIT APPROP | $603 | $4,200 | | $4,200 |
| 2 | MISCELLANEOUS | $250 | $250 | | $250 |
| 3 | SALARIES | $2,600 | $2,600 | | $2,600 |
| | TOTAL WELFARE | $3,453 | $7,050 | | $7,050 |
| | SCHOOLS | | | | |
| 1 | REGULAR INSTRUCTION 1 | $6,433,462 | $6,680,245 | | $7,196,567 |
| 2 | SPECIAL INSTRUCTION 2 | $1,719,737 | $1,932,253 | | $1,929,092 |
| 3 | INSTRUCTIONAL SERVICES 3 | $1,555,004 | $1,647,596 | | $1,660,233 |
| 4 | OPERATIONS SERVICES 4 | $1,288,506 | $1,373,054 | | $1,265,046 |
| 5 | POLICY ADMIN. SERV. 5 | $519,452 | $495,023 | | $509,483 |
| 6 | OUT OF STATE TRAVEL 6 | $9,643 | $13,550 | | $13,800 |
| | TOTAL SCHOOLS | $11,525,804 | $12,141,721 | | $12,574,221 |
| 7 | REGIONAL VOCATIONAL SCHOOL | $273,283 | $208,385 | | $222,712 |
| | DIRECTOR YOUTH SERVICES | | | | |
| | DIRECTOR YOUTH SERVICES | $39,224 | $39,813 | $39,813 | $41,990 |
| | ASSOC DIRECTOR YOUTH SER | $32,446 | $32,335 | | $33,379 |
| 8 | TOTAL YOUTH SERV SAL | $71,670 | $72,148 | | $75,369 |
| 9 | EXPENSE | $2,580 | $1,970 | | $2,564 |
| 10 | AUTOMOBILE EXPENSE | $289 | $500 | | $200 |
| 11 | AUTOMOBILE REPAIR | $0 | $400 | | $800 |
| | TOTAL DIR YOUTH SERVICES | $74,539 | $75,018 | | $78,933 |
| | LIBRARY | | | | |
| | SALARIES | | | | |
| | LIBRARY DIRECTOR | $45,171 | $45,284 | $45,284 | $47,740 |
| | ADM ASSISTANT | $26,594 | $25,553 | | $24,492 |
| | CHILDREN'S LIBRARIAN | $29,484 | $28,673 | | $28,358 |
| | ASST. CHILDREN'S LIBRARIAN | $22,930 | $23,127 | | $24,283 |
| | LIBRARY ASSISTANTS | $60,394 | $0 | | $60,796 |
| | PAGES SALARY | $5,703 | $5,558 | | $6,201 |
| | CLERKS SALARY | $13,963 | $9,925 | | $12,000 |
| | CUSTODIAN SALARY | $24,021 | $22,259 | | $23,627 |
| | REF LIBRARIAN/SUNDAY | $1,994 | $1,714 | | $1,876 |
| | TECH SERVICES & REF | $33,612 | $32,634 | | $35,043 |
| | CIRCULATION | $26,158 | $83,472 | | $27,294 |
| | SATURDAY DIFFERENTIAL | $0 | $540 | | $576 |
| | LONGEVITY | $0 | $1,850 | | $0 |
| | EVEN DIFFERENTIAL | $0 | $0 | | $1,100 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 1 | TOTAL SALARIES | $290,024 | $280,589 | | $293,386 |
| 2 | OPERATING EXPENSE | $33,646 | $35,000 | | $35,000 |
| 3 | OUT OF STATE TRAVEL | $550 | $550 | | $550 |
| 4 | TUITION REIMBURSEMENT | $1,500 | $1,500 | | $1,500 |
| 5 | MATERIALS PURCHASE | $56,000 | $56,000 | | $52,300 |
| 6 | MATERIALS: STATE AID | $0 | $0 | | $6,000 |
| 7 | BUILDING REPAIRS | $3,499 | $3,500 | | $3,500 |
| 8 | LIBRARY AUTOMATION | $20,000 | $20,000 | | $20,000 |
| | TOTAL LIBRARY | $405,219 | $397,139 | | $412,236 |
| | PARK & RECREATION | | | | |
| | SALARIES: | | | | |
| | SUPERINTENDENT | $50,597 | $50,763 | $50,763 | $53,539 |
| | LABOR | $187,335 | $169,565 | | $176,784 |
| | CLERICAL REGULAR | $24,399 | $21,520 | | $25,292 |
| | SPECIALISTS | $28 | $0 | | $0 |
| | FEE SUPPORT | ($44,848) | $0 | | $0 |
| 1 | TOTAL SALARIES | $217,511 | $241,848 | | $255,615 |
| | EXPENSE: | | | | |
| 2 | REPAIRS & MISC. | $37,555 | $37,980 | | $37,980 |
| 3 | MATERIALS & SUPPLIES | $8,480 | $8,480 | | $8,480 |
| 4 | UNIFORM EXPENSE | $3,322 | $3,360 | | $3,360 |
| 5 | TREE PLANTING | $0 | $1,500 | | $1,500 |
| 6 | BUILDING REPAIRS & MAT | $4,433 | $0 | | $0 |
| 7 | PLAYGROUND SUPPLY | $4,444 | $0 | | $0 |
| 8 | RECORDED SERVICES | $498 | $500 | | $500 |
| 9 | PLAYGROUND APPARATUS | $468 | $500 | | $500 |
| 10 | TRAVEL & DUES IN STATE | $500 | $500 | | $500 |
| 11 | TRAVEL OUT OF STATE | $979 | $1,050 | | $1,050 |
| | EQUIPMENT | | | | |
| 12 | MISC SMALL EQUIPMENT | $978 | $1,000 | | $1,000 |
| 13 | REPAIR SUPPLY & EQUIP | $0 | $4,500 | | $4,500 |
| | BUILDING REPAIRS | | | | |
| 14 | LIGHTING, ETC. | $0 | $4,505 | | $4,505 |
| | CONTRACT/PROF SERVICES | | | | |
| 15 | TREE TRIMMING | $18,000 | $18,000 | | $18,000 |
| 16 | TREE PLANTING | $1,475 | $0 | | $0 |
| 17 | PUBLIC WORKS EXPENSE | $2,000 | $2,000 | | $2,000 |
| 18 | DUTCH ELM DISEASE EXP | $0 | $800 | | $800 |
| | TOTAL PARK & RECREATION | $300,643 | $326,523 | | $340,290 |
| 19 | FEE SUPPORTED PROGRAMS | $282,641 | $288,000 | | $287,280 |
| | UNCLASSIFIED | | | | |
| 1 | INSURANCE GENERAL | $334,916 | $325,000 | | $250,000 |
| 2 | INSURANCE 32B | $1,119,999 | $1,240,000 | | $1,365,000 |
| 3 | UNEMPLOYMENT COMPENSATION | $9,038 | $10,000 | | $10,000 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 4 | STREET LIGHTING | $83,331 | $77,000 | | $93,000 |
| 5 | HYDRANT RENTAL | $32,000 | $18,000 | | $18,000 |
| 6 | TOWN MEETING WARRANT | $10,768 | $16,000 | | $16,000 |
| 7 | RESERVE FUND | $0 | $113,700 | | $100,000 |
| 8 | TOWN MEETING NOTICE | $155 | $0 | | $0 |
| 9 | PUBLIC CEREMONIES | $2,427 | $2,500 | | $2,500 |
| 10 | SURETY BONDS | $784 | $800 | | $800 |
| 11 | TOWN CLOCKS | $130 | $200 | | $200 |
| 12 | NON CONTRIBUTORY PENSION | $25,112 | $31,000 | | $31,000 |
| 13 | PENSION DISABILITY ACCT | $0 | $10,000 | | $10,000 |
| 14 | OCCUPATIONAL HEALTH NURSE | $7,800 | $6,000 | | $6,000 |
| 15 | MEDICAL CONTRIBUTION | $55,000 | $55,000 | | $55,000 |
| | TOTAL UNCLASSIFIED | $1,681,460 | $1,905,200 | | $1,957,500 |
| | DEBT AND INTEREST | | | | |
| | INTEREST | | | | |
| 1 | BOND ANTICIPATION NOTES | $651 | $10,000 | | $10,000 |
| 2 | BOND ANTICIPATION NOTES EX | $38,948 | $100,000 | | $200,000 |
| 3 | FAAN | $3,196 | $2,800 | | $2,800 |
| 4 | ANTICIPATION REVENUE | $0 | $10,000 | | $10,000 |
| 5 | SCHOOLS, 1972 | $2,250 | $0 | | $0 |
| 6 | MULTI PURPOSE 1985 EXEMPT | $17,663 | $12,600 | | $8,400 |
| 7 | MULTI PURPOSE 1986 EXEMPT | $39,063 | $30,625 | | $21,875 |
| 8 | MULTI PURPOSE 1986 | $10,400 | $7,875 | | $5,425 |
| 9 | LAKE SHORE,LINER | $1,328 | $0 | | $0 |
| 10 | MULTI PURPOSE 1988 | $215,000 | $35,520 | | $23,480 |
| 11 | ROAD ISSUE 1987 EXEMPT | $450,000 | $141,750 | | $116,550 |
| 12 | BOND ISSUE 1989 | $0 | $9,300 | | $6,510 |
| 13 | BOND ISSUE EXEMPT 1989 | $0 | $103,075 | | $87,265 |
| 14 | STATE HOUSE NOTE,INT | $0 | $580 | | $0 |
| 15 | MULTI PURPOSE EXEMPT 1990 | $0 | $51,015 | | $44,873 |
| 16 | MULTI PURPOSE EXEMPT 1990 | $0 | $2,795 | | $1,918 |
| 17 | MULTI PURP EX 91 HIGH SCHL | $0 | $400,698 | | $346,775 |
| 18 | MULTI PURP EX 91 LOKER | $0 | $73,290 | | $65,520 |
| 19 | MULTI PURP EX 91 LANDFILL | $0 | $24,915 | | $21,585 |
| 20 | MULTI PURPOSE EQ 1992 | $0 | $0 | | $28,257 |
| 21 | MULTI PURPOSE COMP 1992 | $0 | $0 | | $3,876 |
| | MATURING DEBT | | | | |
| 22 | 1972 SCHOOL | $45,000 | $0 | | $0 |
| 23 | REGISTERED BOND COST | $1,296 | $1,296 | | $1,296 |
| 24 | MULTI PURPOSE 1985 EXEMPT | $75,000 | $60,000 | | $60,000 |
| 25 | MULTI PURPOSE 1986 EXEMPT | $165,000 | $125,000 | | $125,000 |
| 26 | MULTI PURPOSE 1986 | $0 | $35,000 | | $35,000 |
| 27 | LAKE SHORE, LINER | $45,000 | $0 | | $0 |
| 28 | NEW BOND ISSUE 1988 | $47,560 | $215,000 | | $80,000 |
| 29 | ROAD ISSUE 1987 EXEMPT | $166,950 | $450,000 | | $450,000 |
| 30 | BOND ISSUE 1989 EXEMPT | $373,885 | $255,000 | | $255,000 |
| 31 | BOND ISSUE 1989 | $88,795 | $70,000 | | $20,000 |
| 32 | STATE HOUSE NOTES | $9,160 | $8,000 | | $0 |
| 33 | MULTI PURPOSE EXEMPT 1990 | $105,000 | $0 | | $0 |
| 34 | MULTI PURPOSE EXEMPT 1990 | $60,740 | $105,000 | | $105,000 |
| 35 | MULTI PURPOSE EXEMPT 1990 | $15,000 | $15,000 | | $15,000 |
| 36 | MULTI PURP EX 91 HIGH SCHL | $0 | $330,000 | | $325,000 |
| 37 | MULTI PURP EX 91 LOKER | $0 | $140,000 | | $140,000 |
| 38 | MULTI PURP EX 91 LANDFILL | $0 | $60,000 | | $60,000 |
| 40 | MULTI PURPOSE EQUIP 1992 | $0 | $0 | | $172,000 |

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| 41 | MULTI PURPOSE COMP 1992 | $0 | $0 | | $23,000 |
| | TOTAL DEBT & INTEREST | $1,976,885 | $2,886,134 | | $2,871,405 |
| | GRAND TOTAL BUDGET | $21,849,694 | $23,613,638 | | $24,374,786 |

CAPITAL BUDGET

| | | |
|---|---|---|
| | SELECTMEN | |
| | SEPT SYSTEM P.S. BLDG. | $30,000 |
| | PHOTOCOPIER | $11,000 |
| | P.S. BLDG. EVAL | $12,000 |
| | SUB TOTAL | $53,000 |
| | FIRE DEPARTMENT | |
| | SCOT AIR PACKS (4) | $7,200 |
| | SUB TOTAL | $7,200 |
| | HIGHWAY DEPARTMENT | |
| | FRONT END LOADER | $110,000 |
| | ONE TON DUMP TRUCK | $32,000 |
| | SUB TOTAL | $142,000 |
| | PARK AND RECREATION | |
| | RIDER MOWER | $10,000 |
| | OTHER MISC. | $11,700 |
| | SUB TOTAL | $21,700 |
| | TOWN SURVEYOR | |
| | GIS SYSTEM | $10,500 |
| | SCHOOL DEPARTMENT | |
| | COMPUTER/TECH EQUIPMENT | $66,020 |
| | SCHOOL BUS | $35,000 |
| | COMPUT H.S. LIBRARY | $51,113 |
| | SUB TOTAL | $152,133 |
| 1 | TOTAL CAPITAL BUDGET | $386,533 |
| 2 | HIGHWAY ROAD REPAIRS | $234,345 STATE TRANSP FUNDS |

## ARTICLE 6: WAYLAND/SUDBURY SEPTAGE TREATMENT PLANT

*Proposed by: Board of Road Commissioners*

To determine whether the Town will appropriate a sum of money to be expended by the Board of Road Commissioners for the operation of the Wayland/Sudbury Septage Facility; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated available funds, by transfer of funds already appropriated for another purpose, by borrowing under authority of the General Laws, or otherwise.

***FINANCE COMMITTEE COMMENTS:*** This Article provides for the annual appropriation of Wayland/Sudbury Septage Treatment Plant.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, Two-Thirds - see Chapter 44, Section 7.

| | SEPTAGE BUDGET | RECOMMEND FY 1994 |
|---|---|---|
| 1 | SALARIES | $135,108 |
| | EXPENSE | |
| 2 | OPERATING EXPENSE | $63,000 |
| 3 | OTHER EXPENSE | $10,500 |
| 4 | CONTRACTTED/PROFESS SERVICES | $10,000 |
| 5 | OUT OF STATE TRAVEL | $500 |
| | EQUIPMENT | |
| 6 | CAPITAL REPLACEMENT | $100,000 |
| 7 | PURCHASE/RENTAL | $7,000 |
| 8 | MAINT/REPAIRS | $23,000 |
| 9 | MATERIAL/SUPPLIES | $6,000 |
| | BUILDING/MAINT EXPENSE | |
| 10 | MAINT/REPAIR/RENOVATIONS | $5,000 |
| 11 | BUILDING UTILITIES | $1,500 |
| 12 | OTHER EXPENSE | $3,000 |
| | SPECIAL BUDGET ITEMS | |
| 13 | RESERVE FOR EMERGENCY | $125,000 |
| 14 | DEBT SERVICE | $134,000 |
| | INDIRECT EXPENSES | |
| 15 | ADMINISTRATION | $35,000 |
| 16 | INSURANCE FRINGE BENEFITS | $22,000 |
| 17 | OTHER INSURANCE | $7,500 |
| | TOTAL BUDGET REQUEST | $688,108 |
| | REVENUE SOURCES | |
| 18 | ANTICIPATED REVENUE | $480,000 |
| 19 | RETAINED EARNINGS | $208,108 |
| | TOTAL REVENUES | $688,108 |

## ARTICLE 7: FY 94 WATER DEPARTMENT BUDGET

*Proposed by: Water Commission*

To determine whether the Town will appropriate a sum of money to be expended by the Board of Water Commissioners for the operation and expenses of the Water Department; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

***FINANCE COMMITTEE COMMENTS:*** This Article provides funds according to the proposed budget for the operation of the Water Department for fiscal year 1994.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, Two-Thirds - see Chapter 44, Section 7.

| | | EXPENDED FY 1992 | APPROPRIATED FY 1993 | PROF/SAL FY 1992 | REQUESTED FY 1994 |
|---|---|---|---|---|---|
| | WATER DEPARTMENT SALARIES: | | | | |
| | COMMISSIONERS | $225 | $225 | | $225 |
| | SUPERINTENDENT | $49,705 | $50,248 | | $42,110 |
| | LABOR | $188,436 | $227,146 | | $235,558 |
| | CLERICAL | $34,308 | $37,385 | | $38,936 |
| 1 | TOTAL SALARIES | $272,674 | $315,004 | | $316,829 |
| 2 | MAINTENANCE | $151,878 | $251,500 | | $262,500 |
| 3 | TEST WELLS | $27,912 | $0 | | $0 |
| 4 | PERGE WELLS | $444 | $0 | | $0 |
| 5 | EQUIPMENT | $15,008 | $15,000 | | $0 |
| 6 | NEW STAND PIPE | $5,461 | $0 | | $0 |
| 7 | METER RENEWAL | $13,326 | $0 | | $5,000 |
| 8 | POLICE DETAILS | $3,010 | $3,000 | | $3,000 |
| 9 | BORROWING COSTS | $37,865 | $37,000 | | $37,000 |
| 10 | TESTING WELLS PROJECT | $1,862 | $0 | | $0 |
| | TOTAL WATER DEPARTMENT | $529,440 | $621,504 | | $624,329 |

## ARTICLE 8: AMENDMENT TO 1989 BORROWING AUTHORIZATION

*Proposed by: School Committee*

To determine whether the Town will amend its vote under Article 8 at the 1989 Annual Town Meeting to provide that a portion of the $12,000,000 borrowing that was authorized under Chapter 645 of the Acts of 1948, for planning, design, remodeling, reconstructing and making extraordinary repairs to school buildings may be borrowed under either said Chapter 645 or Massachusetts General Laws, Chapter 44, Section 7(3A).

***FINANCE COMMITTEE COMMENTS:*** At the 1989 annual town meeting, the voters approved a debt service exclusion for the bonds issued to renovate and upgrade the five schools and the Town Building. Article 8 of the 1989 Town Meeting authorized $13,798,000 in renovations, of which $12,806,000 was to be spent on renovating the five schools. The school funds were to be borrowed under Chapter 645 of the Acts of 1948 (the School Building Assistance Bureau, known as SBAB), in order to qualify for reimbursement from the Massachusetts Department of Education of 61% of the total cost of the renovation project. Thus far, all five phases of the school renovation project have been approved by the SBAB but only the High School phase of the project has been approved for funding and received reimbursement from the Massachusetts Department of Education. The remaining phases of the project have been included in the list of major reconstruction projects ready for final review by the Massachusetts Department of Education. At such time as the projects receive sufficient priority on the list of reconstruction projects and sufficient funding is available, the projects will be submitted for final approval by the State Department of Education. To date, $8,811,698 has been approved by the Town to fund the school renovations and work has been substantially completed at the High School and Loker School.

At the 1991 town meeting, the voters approved the borrowing of $1.4 million for the Loker School renovation, even though the Massachusetts Department of Education had not yet approved the 61% reimbursement funding. The Town has been diligently pursuing the State funding and has been informed that the Loker project is high on the State project list. The Town hopes to receive reimbursement in respect of the Loker renovation sometime this year.

The Building Advisory Committee unanimously voted to advise the Town to proceed with these three remaining projects now to take advantage of the low bond interest rate and the depressed construction market. The School Committee proposes that the $3.9 million budget for the renovation of Claypit Hill School, Happy Hollow School and Middle School be borrowed now, and that 61% of the debt be repaid at whatever time the State Department of Education provides reimbursement. Payment on the new debt would increase the Wayland tax rate by 1.5% if the money were borrowed for 20 years at 4.9% interest; a tax bill of $4,384 would increase an average of $65 for each year until receipt of the State reimbursement.

However, the projected $390,000 of annual debt service charges associated with the new debt is expected to be nearly offset by annual savings of $373,000 resulting from service charges associated with debt that is expected to be retired at the same time as the new school debt is proposed to be incurred. This would mean that the $3.9 million of new debt would result in minimal additional cost to the Town.

This Article seeks to amend the 1989 Article by authorizing the Town to borrow $3.9 million under either Chapter 645 or Chapter 44. The Massachusetts Department of Revenue has previously advised the Town in writing that the change in nature of the borrowing will not affect the validity of the 1989 debt exclusion, so a ballot question is not necessary.

Passage of this Article will permit the Town to borrow $3.9 million and begin renovation of Claypit Hill School, Happy Hollow School and Middle School now, without waiting for reimbursement from the State Department of Education.

***ARGUMENTS IN FAVOR:*** As was previously voted by the Town based on the strong recommendation of the School Committee and the Building Advisory Committee after extensive analysis, the renovation of the remaining schools is vitally necessary to maintain the quality of the school program. Because of the depressed construction market, this should be an excellent time to obtain a low price on the construction contract. As noted, 61% of the construction funds should ultimately be reimbursed by the State. Historically, no project has ever failed to receive ultimate approval and funding after a project has received SBAB approval and been placed on the project list. This year Wayland has been able to issue bonds at a very favorable interest rate. The cost to taxpayers of borrowing the money until we receive State reimbursement is approximately $65 per household per year and there may be close to no increase in cost after giving effect to the reduced debt service charges that are projected.

***ARGUMENTS OPPOSED:*** If the project is not approved, the anticipated reduction in debt service resulting from expected debt reduction could result in a lower tax rate. Any increase, however small, to the tax rate is not desired during a time of economic recession. Moreover, there is the apparently remote possibility that the State Department of Education will not ultimately approve the project for funding. There is also the possibility that the State will approve the project for funding but, for political reasons or due to fiscal constraints, will lower the percentage of State reimbursement to a figure less than 61%.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 44, Section 7.

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## ARTICLE 9: COMPENSATION FOR ELECTED OFFICIALS

*Proposed by: Board of Selectmen*

*Estimated Cost: $38,613*

To determine whether the Town will fix the salary and compensation of all elected officers of the Town pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 1993, which salary and compensation are printed below.

SALARY SCHEDULE - ELECTED TOWN OFFICERS:

| | FY 1993 | FY 1994 |
|---|---|---|
| Town Clerk | $ 31,500 | $ 33,138 * |
| Selectmen (5) | 100 | 100 |
| Assessors (Chairman) | 1,600 | 1,600 |
| (2) | 1,500 | 1,500 |
| Board of Health (3) | 50 | 50 |
| Water Commissioners (3) | 75 | 75 |

* The salary of the Town Clerk reflects a 5.375% salary increase for FY 94.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 41, Section 108.

## ARTICLE 10: TRANSFER FUNDS FROM GENERAL FUND TO LIBRARY ENDOWMENT FUND

*Proposed by: Board of Library Trustees*

To determine whether the Town will transfer the sum of $8,500.00, received in June, 1992 from the sale of an antique desk owned by the Wayland Free Public Library, from unappropriated funds in the Town's General Fund to the Wayland Free Public Library Endowment Fund established by the Board of Library Trustees on September 21, 1992, pursuant to a document entitled "Wayland Free Public Library Endowment Fund", July 24, 1991.

*FINANCE COMMITTEE COMMENTS:* In June 1992 the Library Trustees sold an antique desk which had been received as a gift. The $8500 proceeds, which the Trustees intended to use to start an Endowment fund, were deposited in the Town's General Fund. A vote of the Town Meeting is needed to transfer the $8,500 to the Endowment Fund.

*ARGUMENTS IN FAVOR:* The desk was a gift to the Library. Funds from its sale should be available to the Library.

*ARGUMENTS OPPOSED:* The Finance Committee is not aware of any.

*RECOMMENDATION:* The Finance Committee recommends approval. Vote: Unanimous.

*QUANTUM OF VOTE:* Majority - see Massachusetts General Laws Chapter 40, Section 5.

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## ARTICLE 11: REPLACE HIGHWAY GARAGE HEATING SYSTEM

*Proposed by: Board of Road Commissioners*

To determine whether the Town will appropriate a sum of money to be expended by the Board of Road Commissioners to replace the heating system in the Highway Department Garage; and to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or Federal government, by borrowing under the provisions of the General Laws, or otherwise.

*FINANCE COMMITTEE COMMENTS:* The Finance Committee will reserve its comments and recommendation on this article until Town Meeting.

*QUANTUM OF VOTE:* Majority - see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, Two-Thirds - see Chapter 44, Section 7.

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## ARTICLE 12: TRANSFER SURPLUS PROCEEDS OF SALES OF BONDS FOR ROAD CONSTRUCTION

*Proposed by: Road Construction Committee*

To determine whether the Town will appropriate a sum of money to be expended by the Road Construction Committee established under Article 13 of the Warrant of the 1982 Annual Town Meeting for the design and reconstruction of Glezen Lane from Route 126 to Route 27; to determine whether such appropriation shall be provided by transfer from the unexpended balance of proceeds from the sale of bonds authorized under Article 21 of the 1987 Annual Town Meeting; and to authorize the Road

appropriation shall be provided by transfer from the unexpended balance of proceeds from the sale of bonds authorized under Article 21 of the 1987 Annual Town Meeting; and to authorize the Road Construction Committee to contract for and expend any State or Federal aid available for said project and take all other action necessary to carry out this project.

***FINANCE COMMITTEE COMMENTS:*** This article proposes using the unexpended balance of road construction funds to reconstruct the remainder of Glezen Lane. These funds are the proceeds of a bond sale authorized under Article 21 of the 1987 ATM which named specific roads to be reconstructed. Work on all those roads was completed under budget. The proposed Article seeks authorization to apply the residual funds to exactly the same type of work as was authorized in 1987 but on a section of road not originally named. These funds can only be spent for projects or items that require similar bonding, i.e., simple repaving or reclamation without drainage construction is not suitable. It is anticipated that the full cost of reconstructing this section of Glezen Lane may exceed the balance in the Road Reconstruction account, therefore, the RCC will not begin any work until it has obtained assurance from the Board of Road Commissioners that the Highway Department can complete the project using funds from their repaving account or State grants.

***ARGUMENTS IN FAVOR:*** Of the remaining "sub collector" roads still in need of reconstruction, this is among those in poorest condition. Moreover, the scale of this project is a reasonable match for the funds remaining.

***ARGUMENTS OPPOSED:*** There are other Town roads in need of reconstruction.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 44, Section 20.

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## ARTICLE 13: TO RELOCATE THE DRAINAGE EASEMENT ON THE FORMER DOW PROPERTY AND ACCEPT DEED RESTRICTIONS

*Proposed by: Board of Selectmen*

To determine whether the Town will :

(1) instruct the Board of Road Commissioners or the Board of Selectmen, as applicable, with the approval of Town Counsel as to form, to convey, transfer, release, abandon and otherwise dispose of to the Board of Selectmen a certain drainage easement, or part thereof, granted by that certain Deed from the Dow Chemical Company, a Delaware corporation, to the Town of Wayland, recorded with the Middlesex South Registry of Deeds in Book 12060, Page 316, and filed with the Middlesex South Registry District of the Land Court as Document Number 488925, said drainage easement shown and identified on a certain plan entitled "Plan of Land in Wayland, Massachusetts. Showing Easement to be conveyed to the Town of Wayland for Drainage Purposes," dated May 28, 1965, prepared by Schofield Brothers, and recorded with the Middlesex South Registry of Deeds in Book 12067, Page End;

(2) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to sell, convey, release, abandon or otherwise dispose of to Stephen R. Karp and Steven S. Fischman, as Trustees of NED Wayland Realty Trust under Declaration of Trust dated December 1, 1988, and recorded with the Middlesex South Registry District of the Land Court as Document 794470, for nominal consideration, said drainage easement described above;

(3) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to accept from Stephen R. Karp and Steven S. Fischman, as Trustees of NED Wayland Realty Trust under Declaration of Trust dated December 1, 1988 and recorded with the Middlesex South Registry District of the Land Court as Document 794470, to be held in the care, custody, management and control of the Board of Road Commissioners, a 20 foot wide relocated drainage easement shown as "Relocated Drain Easements" and "To Remain" on a plan entitled "Plan of Relocated Drainage Easements in Wayland, Mass.", dated December 1, 1992, prepared by Schofield Brothers Inc., Framingham, on file in the Office of the Town Clerk;

(4) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to enter into an agreement on behalf of the Town of Wayland amending the restrictions imposed on the land conveyed to the Dow Chemical Company by deed of the Trustees of Walnut Hill Farm Trust dated October 15, 1962, recorded in Middlesex South Registry of Deeds Book 10146, Page 486, by:

(A) deleting Paragraph 5 (b) and substituting in place thereof the following:

"(b) The height of any such building will not exceed the greater of the following:

(i) The roof line of any such building will not exceed 16 feet above the highest point of the natural terrain within the foundation line; consistent with this limitation exposed basements are permitted; or

(ii) the eave line of any such building will not exceed 10-1/2 feet above the highest point of the natural terrain within the foundation line, and the roof line of so-called hip roofs and gables extending above the eave line will not exceed 19-1/2 feet above the highest point of the natural terrain with the foundation line; consistent with this limitation exposed basements are permitted;" and,

(B) deleting Paragraph 2 of said deed restrictions;

(5) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to enter into an agreement on behalf of the Town of Wayland to impose said restrictions for a period of thirty years from June 1, 1993 to May 31, 2023, on the lands described in said deed; and

(6) accept the foregoing deed restrictions running to the benefit of Lot A, owned by the Town of Wayland and shown on a plan entitled "Plan of Land in Wayland & Natick, Mass." dated October 10, 1962, prepared by Everett M. Brooks, Co., dated October 10, 1962, and recorded in Book 10146, Page 486 on October 15, 1962, at the Middlesex County Registry of Deeds, South District, E. Cambridge, Mass.

***FINANCE COMMITTEE COMMENTS:*** Portions of this Article have appeared in different combinations at three previous Town Meetings. In past Articles, the Town was asked to abandon a drainage easement on a piece of property now owned by New England Development. In exchange, the owners would agree to deed restrictions on the property. In the past year the developers have agreed to relocate the easement rather than to remove it entirely. A significant change in this year's Article is the addition of a second section of the drainage easement to be relocated. This easement includes the culvert which connects the North Pond to the brook, running under the driveway. The property owners propose to move the easement to the east, but as of this writing they have not discussed the details of their plans with the Road Commissioners or the Conservation Commission.

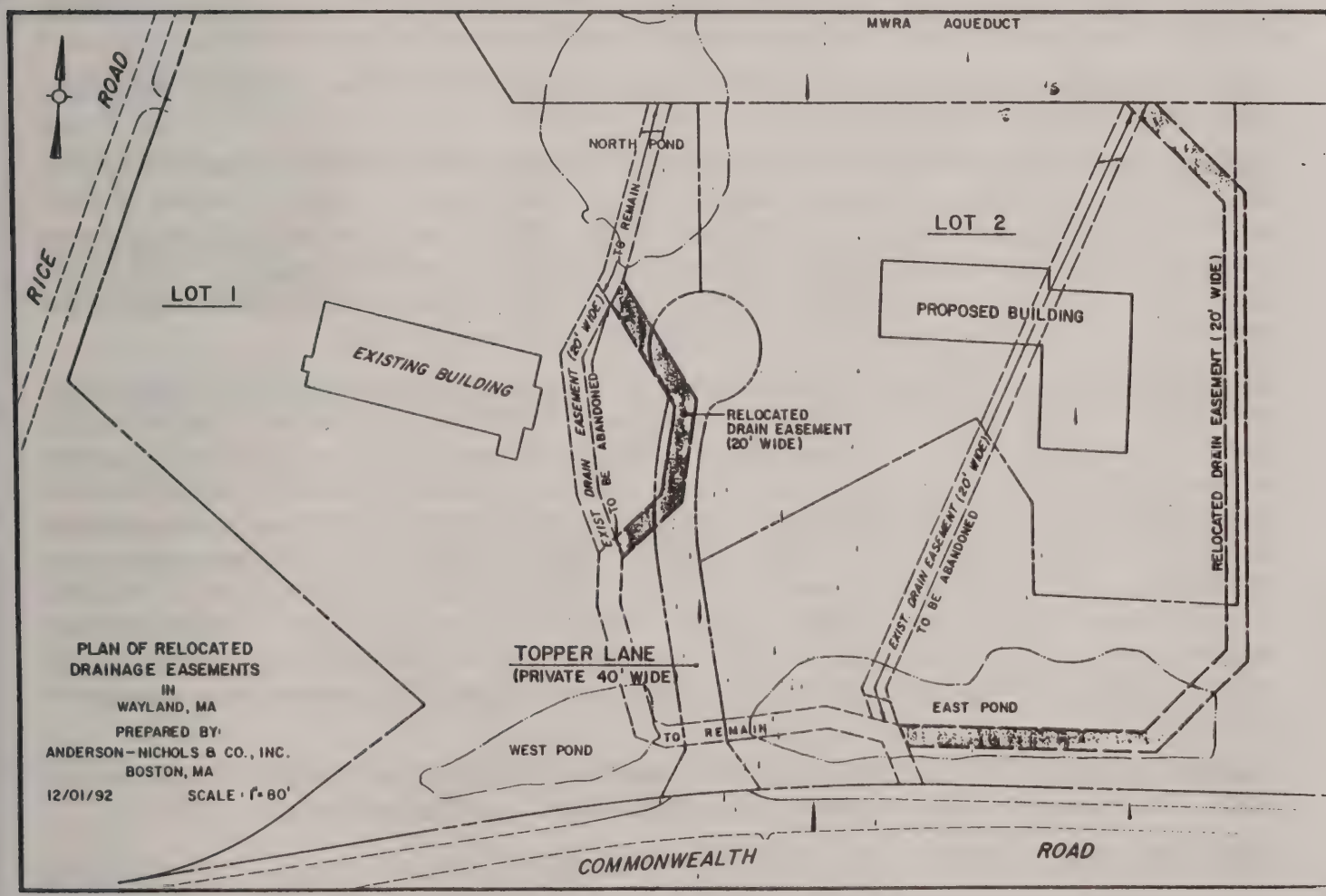
***ARGUMENTS IN FAVOR:*** The deed restrictions will limit the height of buildings on the property. The drainage easements are being moved, not abandoned. If the article passes and the project is completed, the Town will gain tax revenues.

***ARGUMENTS OPPOSED:*** At this writing, the Finance Committee has been unable to ascertain the impact of the relocation of the second section of the drainage easement.

***RECOMMENDATION:*** The wording of this article was changed just prior to the printing. There was insufficient time for the Finance Committee to consider the implications of these changes. The Finance Comittee will make a recommendation at Town Meeting.

***QUANTUM OF VOTE:***

| | |
|---|---|
| Paragraphs (1) | Two-Thirds - see Massachusetts General Laws Chapter 40, Section 15A. |
| Paragraph (2) | Majority - see Massachusetts General Laws Chapter 40, Section 3. |
| Paragraphs. (3), (4), (5), and (6) | Majority. |



## ARTICLE 14: EARLY RETIREMENT INITIATIVE

*Proposed by: Petitioners*

To see if the Town will accept Chapter 399 of the Acts of 1992 or any other statutory provision extending early retirement incentives for Town employees who are members of the Middlesex County Retirement System.

***FINANCE COMMITTEE COMMENTS:*** Under current legislation towns have the option in FY94 of offering early retirement incentives if they choose to do so. The Town may choose the number of retirement slots to be offered and may choose to add five years to age, service or combination to build the eligible list. Once the list and number of slots have been determined, employees may choose to elect early retirement in order of seniority until all the slots are filled. Wayland's employees have been asked their preference for early retirement, and a tentative list has been established which is useful, at this time, only for illustrative purposes. If an early retirement incentive plan is adopted, a definitive list will be established.

The implementation of the plan will not result in cost savings to the Town unless at least one-third of the positions are eliminated permanently.

***ARGUMENTS IN FAVOR:*** The early retirement incentive plan offers a desirable option to senior employees and can work to the Town's advantage if restraint is used in filling empty positions. A number of Town employees have expressed interest in accepting such a plan. The plan would permit the Town to reduce personnel without forced layoffs, thereby reducing the salary account, which is a large part of the Town's budget. If a large number of employees chose to retire, the positions could be filled with younger personnel who would bring increased energy and a fresh perspective to the Town.

***ARGUMENTS OPPOSED:*** The most compelling reason not to offer the early retirement incentive plan is that, unless the funding source mandated by the Retirement Board is changed, there may not be any savings to the Town, but rather, there could be a substantial increase in cost. Some have said that the alleged advantage of this plan is illusory, and that if it is possible to reduce personnel by leaving positions permanently unfilled, the Town should simply take that step without putting into place an elaborate plan that could encourage the loss of a large number of senior personnel who are knowledgeable and experienced. If the positions of the retirees are replaced, the Town might incur indirect costs by replacing seasoned employees with less-experienced people. Furthermore, even if positions are eliminated, any apparent savings may be reduced by the need to contract for the services previously performed by the retirees. Finally, it is possible for Wayland to create its own retirement plan, as some other communities have done.

***RECOMMENDATION:*** This is a complex issue which cannot be resolved without additional information and study. The Finance Committee will make a recommendation at Town Meeting.

***QUANTUM OF VOTE:*** Majority - see Chapter 399 of the Acts of 1992.

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## ARTICLE 15: TERM OF BUILDING INSPECTOR

*Proposed by: Petition*

To determine whether the Town will accept the provisions of Section 3Y of Chapter 143 of Massachusetts General Laws requiring terms of office of local building commissioners and inspectors.

Section 3Y. Terms of Office of Local Building Commissioners and Inspectors.

In any city or town which accepts the provisions of this section, inspector of buildings, building commissioner or local inspector so employed and designated under this section shall be appointed for a minimum term of three years and such three year term or more shall not be diminished by an unexpired term of a predecessor, and he all not be removed from office during his term except for just cause and after a hearing has been held on charges by and before the appointing authority.

***FINANCE COMMITTEE COMMENTS:*** This Article would establish a minimum three-year term for the Building Inspector position and would further provide that the Building Inspector shall not be removed from office during the three-year term except for "just cause" established after a hearing before the appointing authority.

***ARGUMENTS IN FAVOR:*** If adopted, this Article would result in greater job security for the Building Inspector position.

***ARGUMENTS OPPOSED:*** With the Exception of the Town Accountant, whose three-year term is set by statute, and the Town Treasurer, all the other G-Schedule Town employees serve for one-year appointed terms. It does not seem appropriate to treat the Building Inspector differently from the other G-Schedule positions.

***RECOMMENDATION:*** The Finance Committee does not recommend approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see General Laws Chapter 143, Section 3Y.

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## ARTICLE 16: AREA AND YARD REGULATIONS

*Proposed by: Planning Board and ZBA*

To determine whether the Town will amend its Zoning By-Laws by adding the following paragraph (o) after paragraph (n) of Section IX, Area and Yard Regulations:

LOTS ON MORE THAN ONE STREET

(o) A building lot that is located on more than one street(1) must comply with the front setback requirement with respect to each street on which it is located, except as may be authorized by special permit granted by the Board of Appeals pursuant to Section V(r); and (2) must meet the frontage requirement on one such street.

***PROPONENTS' COMMENTS:*** The Zoning By-Laws are unclear as to how the front yard setback and the street frontage provisions apply to lots fronting on more than one street. The clarification provided by this article is consistent with the purposes of the requirements. It is often burdensome or impossible for small lots to comply with front yard setback requirements on two, three, or four streets, so provision has been made for relaxation of the requirements by special permit. The Zoning By-Laws have similar provisions with respect to the back yard setback for accessory buildings and the side yard setbacks for narrow lots.

***FINANCE COMMITTEE COMMENTS:*** This article clarifies the means by which front yard setback and street frontage provisions apply to lots fronting on more than one street.

***ARGUMENTS IN FAVOR:*** Under the present Zoning By-Laws, it is burdensome for small lots to comply with front yard setback requirements on two or three streets. This article provides for relaxation of the requirements by special permit.

***ARGUMENTS OPPOSED:*** The grant of discretion to the Board of Appeals to exempt certain lots from conformity to front setback requirements on lots fronting more than one street may cause inconsistent application of the Zoning By-Laws.

***REQUIRED PLANNING BOARD REPORT:*** The Planning Board recommends this article and its proposed clarification of front setback and frontage requirements for building lots which are located on more than one street. The Amendment would provide special permit authority to the ZBA to relax the front setback requirements for building lots on more than one street. Likewise, the frontage requirement must be met on only one street.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 17: DEFINITIONS

*Proposed by: Planning Board and ZBA*

To determine whether the Town will amend its Zoning By-Laws by deleting the opening line preceding paragraph (a) of Section II, Definitions, and adding in its place the following lines:

Unless otherwise expressly stated, words used in these Zoning By-Laws shall have the definitions in, first, The Zoning Act (MGL Ch. 40A, s. 1A); or, if not occurring in said section of said act, then in this Section II; or, if not occurring in either said act or this Section II, then in Article 2 of 780 CMR The Massachusetts State Building Code, or, if not occurring in any of the preceding references, in Webster's Unabridged Dictionary, most recent edition. Unless otherwise expressly stated, all references within the Zoning By-Laws to by-law sections or to "the or this by-law(s)" or to "these by-laws" shall be references to these Zoning By-Laws.

***PROPONENTS' COMMENTS:*** The Zoning By-Laws currently define only seven terms, while utilizing many other terms, many of which are building or construction-related, that often come under question. Some of these currently undefined terms are defined by The Zoning Act, which, as the state statute governing local zoning by-laws, prevails over local by-laws; and by the State Building Code. It is the practice of many municipalities to use or reference these definitions in their zoning and other development by-laws and regulations. This amendment would provide many definitions not now provided, and reference a standard dictionary for those terms not in any of the referenced sources, thus reducing questions of interpretation and definition.

***FINANCE COMMITTEE COMMENTS:*** The Zoning By-Laws currently define only seven terms while utilizing many other building and construction related terms which are otherwise defined in the State Building Code. This article proposes to provide a number of definitions for terms which are otherwise undefined.

***ARGUMENTS IN FAVOR:*** The addition of definitions to the Zoning By-Laws will reduce questions of interpretation and potential disputes and litigation. A number of other municipalities currently have incorporated the definitions of the State Building Code into their zoning and development by-laws.

***ARGUMENTS OPPOSED:*** Before incorporating all of the State Building Code definitions into the Zoning By-Laws, a detailed analysis of each definition and its implications should be performed.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***REQUIRED PLANNING BOARD REPORT:*** The Planning Board recommends the addition of language which lists in order the sources to be consulted for the definitions of words used in Wayland's Zoning By-Laws. If a definition is not found first in the Massachusetts Zoning Act, next in the Wayland Zoning By-Laws, and next in the State Building Code, the reader is directed to Webster's Unabridged Dictionary for the meaning of words in Wayland's Zoning By-Laws. The addition of sources for definitions provides a solution for setting standards for definitions and interpretations of any such terms throughout the Zoning By-Laws.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 18: SINGLE RESIDENCE DISTRICTS: UPDATE OF REFERENCE TO SANITARIUMS OR HOSPITALS

*Proposed by: Planning Board and ZBA*

To determine whether the Town will amend its Zoning By-Laws by deleting, in paragraph (g) of Section V, Single Residence Districts, after the first comma in the first line, the phrase "not for the insane or feebleminded,".

***PROPONENTS' COMMENTS:*** The Zoning Act, MGL Ch. 40A, now makes such discrimination between these types of uses illegal, and so this amendment brings the Zoning By-Laws into conformance with state law.

***FINANCE COMMITTEE COMMENTS:*** The Zoning Act, M.G.L. Ch. 40A requires that the Zoning By-Laws may no longer make a distinction against sanitariums or hospitals for the insane or feebleminded.

***ARGUMENTS IN FAVOR:*** The article will bring the Zoning By-Laws into conformity with state law.

***ARGUMENTS OPPOSED:*** The Finance Committee is not aware of any.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***REQUIRED PLANNING BOARD REPORT:*** The Planning Board recommends adoption of the amendment to delete inappropriate and illegal language from the Zoning By-Laws, thus bringing our Zoning By-Laws into compliance with the State Zoning Act.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 19: ADDITION OF SEVERABILITY CLAUSE

*Proposed by: Planning Board and ZBA*

To determine whether the Town will amend its Zoning By-Laws by adding after the last sentence of the first paragraph of Section I, Preamble, the following new sentence:

The invalidity of one or more sections, subsections, sentences, clauses, or provisions of these by-laws shall not invalidate or impair any other part of these by-laws nor invalidate these by-laws as a whole.

***PROPONENTS' COMMENTS:*** This standard clause helps prevent an entire by-law from being invalidated should any part of it be found to be invalid. It is essential to the continued validity of the remainder of the Zoning By-Laws during any challenge to any of its parts. Otherwise, the validity and, therefore, the continued use of the entire by-law or any other section might be thrown into doubt.

***FINANCE COMMITTEE COMMENTS:*** This article makes clear that invalidity of one part of the Zoning By-Laws will not result in invalidity of the entire Zoning By-Laws.

***ARGUMENTS IN FAVOR:*** This article will strengthen the continued validity of the Zoning By-Laws during a challenge to any one provision.

***ARGUMENTS OPPOSED:*** This article is unnecessary since court decisions to invalidate one section of a zoning by-law do not invalidate the entire Zoning By-Laws.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***REQUIRED PLANNING BOARD REPORT:*** The proposed language is not necessary in the opinion of Town Counsel. However, since there was no objection to the proposed amendment at the public hearing and since the language does appear to clarify the intent of the Zoning By-Laws the Planning Board recommends approval.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 20: ADDITION OF REFERENCE TO MONETARY PENALTY

*Proposed by: Planning Board and ZBA*

To determine whether the Town will amend its Zoning By-Laws by adding to existing Section XI, Enforcement, at the end of the first paragraph:

The penalty for each violation of the Zoning By-Laws shall be as stated in the article specifying the penalty for such violations in the Town of Wayland Accepted Statutes, Special Acts, By-Laws, as may be amended from time to time (currently Article 20, Penalty).

***PROPONENTS' COMMENTS:*** This amendment cross references the penalty article of the Town's general by-laws, which specifies the penalty for violations of the Zoning By-Laws, thus enunciating and emphasizing within zoning the penalty for such violations.

***FINANCE COMMITTEE COMMENTS:*** This article cross references the penalty article of the Town's general by-laws.

***ARGUMENTS IN FAVOR:*** The article makes clear the penalties for violations of the Zoning By-Laws.

***ARGUMENTS OPPOSED:*** The article is redundant since the penalties are already stated in the Town's general by-laws.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***REQUIRED PLANNING BOARD REPORT:*** The article places penalty language in the Zoning By-Laws, which already exists in the Town By-Laws. The purpose of the cross-reference is to simplify the reader's knowledge and use of the by-laws. The Planning Board recommends adoption of the article.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 21: ADDITION OF PLANNING BOARD ASSOCIATE MEMBER

*Proposed by: Planning Board*

To determine whether the Town will amend its Zoning By-Laws by adding after existing Section III C a new Section III D entitled Planning Board Associate Member, as it appears below; and by adding the appropriate section number and title to the Table of Contents:

SECTION III D PLANNING BOARD ASSOCIATE MEMBER

(a) There shall be one Associate Member of the Planning Board who shall be elected to serve a term of five (5) years.

(b) Within thirty (30) days after the Town is notified that this section is approved, or within thirty (30) days after this section becomes effective without action by the state's Attorney General, the Planning Board and Board of Selectmen shall jointly appoint by majority vote of all members from both boards present the first Associate Member, to serve until the next annual Town election. At least a quorum of each of the boards shall be present for this appointment and vote. Said position shall subsequently be filled by election in the same manner as election of regular members. Notwithstanding the expiration of the term of any duly appointed or elected Associate Member, said Associate Member shall continue to serve on any matter on which he or she was designated to serve until such matter is decided.

(c) In the event of a vacancy in the position of Associate Member, the position shall be filled by appointment in the same manner as specified in paragraph (b) above, for a period ending at the next annual Town election, at which time the position shall be filled by election in the manner specified in said paragraph (b) above.

(d) The Chairman of the Planning Board may require such Associate Member to be in attendance at special permit proceedings and hearings, and may designate such Associate Member to sit on the Board for the purpose of acting on a special permit application in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board, or in the event of a vacancy on the Board during special permit application proceedings and hearings. In no case, however, shall more than five (5) members in total, including the Associate Member, acting as the Planning Board take any action on any special permit.

***PROPONENTS' COMMENTS:*** The Zoning Act, MGL Ch. 40A, s.9, paragraph 9, authorizes planning boards with five members to add one associate member for the purpose of acting, in certain circumstances, on special permits administered by said planning boards. The Wayland Planning Board currently administers the following special permits: Conservation Cluster, Southeast Wayland-Cochituate Planning District, and the Aquifer Protection District. In addition, the Planning Board could be designated the special permit granting authority in additional cases in the future. There have been instances when the Wayland Planning Board has had problems with the absence of members during special permit proceedings and hearings,

making it difficult to act on the special permit application, which requires four concurring votes of the Board, rather than a simple majority of a quorum. This article will help to avoid this problem in the future.

***FINANCE COMMITTEE COMMENTS:*** This article adds one Associate Member to the Planning Board in accordance with M.G.L. Ch. 40A, s.9, which authorizes the addition of one associate member to act, in certain situations, on special permits. The increase in the members of the Planning Board will provide greater capacity to act in the grant of special permits which require four votes of the Board, rather than a simple majority.

***ARGUMENTS IN FAVOR:*** The Planning Board has had problems, due to absence by members, in acting upon special permits and related proceedings. This article will help alleviate this problem.

***ARGUMENTS OPPOSED:*** None.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***REQUIRED PLANNING BOARD REPORT:*** The Planning Board recommends adoption of the Article to amend Wayland's Zoning By-Laws to provide an associate member to the Planning Board. It is authorized by the MGL Chapter 40A - The Zoning Act - and would facilitate some special permit hearings administered by the Planning Board for which four concurring votes are necessary.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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**ARTICLE 22: SITE PLAN APPROVAL**

*Proposed by: Planning Board*

To determine whether the Town will amend its Zoning By-Laws by deleting the current Section X A, Site Plan Approval, and replacing it with the following new Section X A, Site Plan Approval:

SECTION X A SITE PLAN APPROVAL

A. APPLICATION THRESHOLDS AND CRITERIA

1. Except as listed in paragraph A.2 below, structures in any district shall be constructed, re-constructed, altered, enlarged, or used, and the premises shall be used, only in conformity with a site plan approved as required by this Section X A. Except as listed in paragraph A.2 below, no change in use of an existing structure or lot shall be permitted, and no area for parking, loading, or vehicular access shall be established or substantially altered, unless a site plan has been approved as required by this Section XA.
2. The following thresholds and criteria shall determine the applicability of and the exceptions to the requirements of this Section X A:
   a. Site plan approval (SPA) shall not be required for any proposal for single or two-family residential, or owner-occupied multi-family, structures or uses, or structures or uses accessory thereto.
   b. SPA shall not be required for any proposal subject to Section IX A, Conservation Cluster Development, or Section IX B, Planned Development District, or Section IX C, Southeast Wayland-Cochituate Planning District, of the Zoning By-Laws.
   c. For the purpose of this Section X A "change in use" shall mean any proposal to change from one use to a different use, and the calculation of gross floor area for such changes in use shall be determined by the Planning Board based on the aggregate of all such changes authorized since the original SPA, or if there is no SPA, since construction of the original structure. SPA shall be

required for any improvement, alteration, or change in use: to any vacant lot, or vacant contiguous lots under the same ownership, that results in the erection or placement of any structure on said lot or lots; or, to any existing structure or group of structures under the same ownership on the same or contiguous lots, that constitutes either a "substantial alteration to areas of parking, loading, or vehicular access" (as defined in paragraph A.2.d below), or that results in an increase in gross floor area as follows:

| IF THE GROSS FLOOR AREA OF ORIGINAL OR SPA-AUTHORIZED STRUCTURES IS: | THEN SPA SHALL BE REQUIRED FOR ANY INCREASE GREATER THAN: |
|---|---|
| Less than 3,333sf | 30% of existing gross floor area |
| 3,333sf to less than 5,000sf | 1,000sf |
| 5,000sf to less than 7,500sf | 20% of existing gross floor area |
| 7,500sf to less than 15,000sf | 1,500sf |
| 15,000sf to less than 25,000sf | 10% of existing gross floor area |
| 25,000sf to less than 50,000sf | 2,500sf |
| 50,000sf to less than 80,000sf | 5% of existing gross floor area |
| 80,000sf to less than 100,000sf | 4,000sf |
| 100,000sf to less than 125,000sf | 4% of existing gross floor area |
| 125,000sf or more | 5,000sf |

d. For the purpose of this Section X A "substantial alteration to areas of parking, loading, or vehicular access" shall mean any proposal: where all or part of such existing or proposed areas is located off the site of the primary use or structure; or, where any re-surfacing of such areas results in any change in the design of the septic or drainage systems on or for the site; or, where any curb cut is re-located, added, or otherwise changed; or, where the Zoning By-Laws require more parking than was required for the previous use; or, where an increase in the area of such areas is required as follows:

| IF THE TOTAL SQUARE FOOTAGE CURRENTLY REQUIRED FOR SUCH AREAS IS: | THEN "SUBSTANTIAL ALTERATION" SHALL MEAN ANY INCREASE GREATER THAN: |
|---|---|
| Less than 15,000sf | 33.3% of such areas or 1,499sf, whichever is smaller |
| 15,000sf to less than 30,000sf | 10% of the total of such areas |
| 30,000sf or more | 3,000sf |

3. Prospective applicants for SPA shall either: be exempt from application requirements, if the conditions of paragraph A.4 below are met; or, file an application in accordance with paragraph A.5 below; or, file a form in accordance with paragraph A.6 below certifying that the proposal does not require SPA. All such filings shall contain a check list for septic, drainage, zoning, and wetlands impacts and implications, a copy of which shall be submitted to each of the ZBA, the Board of Health, and the Conservation Commission.

4. If a prospective applicant for SPA answers "Yes" to either of the following questions at paragraphs A.4.a and A.4.b below then no SPA application is required; if the answer is "No" to both questions then said applicant shall proceed to the questions at paragraphs A.5.a, A.5.b, and A.5.c below.

   a. Will the proposal result solely in single or two-family residential, or owner-occupied multifamily, structures or use, or structures or uses accessory thereto? (See paragraph A.2.a above.)

   b. Is the proposal for structures or uses that will be subject solely to Sections IX A, IX B, or IX C of the Zoning By-Laws? (See paragraph A.2.b above.)

5. If a prospective applicant for SPA answers "Yes" to any of the following questions at paragraphs A.5.a, A.5.b, and A.5.c below, then the applicant shall file an SPA application as required by paragraphs E.2, E.3, and E.4 below. Said application shall be obtained from the Planning Board or its agent. If a prospective applicant answers "No" to all of said questions, then said application is not required and a form certifying that the proposal does not require SPA shall instead be submitted as required by paragraph A.6 below.

   a. Will the proposal add one or more structures to a vacant site? (See paragraph A.2.c above.)

   b. Will the proposal, together with all SPA-authorized increases, or, if there is no SPA, together with all increases since the construction of the original structure, increase the size of existing structures in total by the amount specified in the table in paragraph A.2.c above?

   c. Will the proposal "substantially alter areas of parking, loading, or vehicular access" as defined in paragraph A.2.d above?

6. Whenever any proposal is for a change in use requiring no improvement, alteration, or change to any external part of any structure and to any area for parking, loading, or vehicular access, and whenever the proposal meets all of the exclusions, or is below all of the minimum thresholds, defined in paragraphs A.2.c and A.2.d above, a blank form to certify that said proposal does not require SPA shall be obtained from the Planning Board or its agent. Said completed certification form shall be submitted in quadruplicate to the Planning Board or its agent, who shall, within ten (10) calendar days of its submission, notify in writing the person submitting said certification whether SPA is required. Said person may proceed at his/her risk with said proposal upon submitting said certification. One (1) copy of said certification shall forthwith be transmitted to each of the Board of Health, the Building Commissioner/ZBA, and the Conservation Commission.

B. RELATIONSHIP TO OTHER APPROVALS

1. SPA shall be a prerequisite to the issuance of any special permit, permit, and/or variance required by the Zoning By-Laws, unless excepted from SPA by paragraph A.2.b above.

2. No person shall undertake any improvement or alteration, and no building permits shall be issued for any such proposal, until SPA, as certified by the Planning Board or its agent, has been issued for such proposal; or until the completed certification form referenced in paragraph A.6 above has been received by the Building Commissioner.

C. ADMINISTERING BOARD

1. The Planning Board shall administer SPA:

   a. Whenever the Zoning By-Laws do not also require a special permit, permit, and/or variance; or,

   b. Whenever the Zoning By-Laws also require a special permit from the Planning Board.

2. The ZBA shall administer SPA whenever the Zoning By-Laws also require a special permit, permit, and/or variance from the ZBA.

D. APPLICATION PROCEDURE

1. An applicant desiring approval of a site plan shall obtain an application form and related materials from the Planning Board or its agent. One (1) original and ten (10) copies of the completed application form and one (1) original and five (5) copies of the plans and related materials shall be submitted to the Planning Board or its agent. Concurrently, one (1) copy of the completed application form shall be submitted by the applicant to the Town Clerk, and a receipt therefor shall be submitted with the Planning Board copy of the application form. Once the Planning Board or its agent determines the

SPA application submission to be completed, one copy of the application form shall be transmitted to at least the following: Planning Board consultant, Zoning Board of Appeals, Board of Health, Conservation Commission, Highway Department, Fire Department, Police Department, Water Department, and Engineering Department. A file copy of the plans and related materials shall remain in the Planning Board Office to serve as a common review copy; the other copies shall be distributed as needed.

2. Within three (3) working days of the original application submission, or within three (3) working days of any subsequent submission in response to a determination that any such submission is incomplete, the Planning Board or its agent shall review said submission and inform the applicant and the Town Clerk in writing whether said submission is determined to be complete. If said submission is determined to be incomplete, the applicant shall receive written notice from the Planning Board or its agent listing the items or information needed to complete said submission. The submission date shall be the date the completed application submission was received by the Town Clerk.

3. Each board or department receiving the application form as required by paragraph D.1 above may, within thirty (30) calendar days of the date of the complete application submission, file with the Planning Board or its agent a written report recommending approval, approval with modifications or conditions, or disapproval, stating its reasons therefor. Failure to respond within said thirty (30) days shall be deemed lack of opposition to the application. The Planning Board shall hold a public hearing on said application after the expiration of said thirty (30) day review period.

4. For SPA applications, or for applications for revisions or amendments to approved site plans proposing changes determined to be major as specified in paragraph H.2 below, the Planning Board shall make a decision on said application, and file notice of said decision with the Town Clerk, and send to the applicant by certified mail, return receipt requested, a copy of said notice and the decision, within sixty (60) calendar days from the date of the submission of the complete application, or said application shall be deemed approved.

5. For applications for revisions or amendments to approved site plans proposing changes determined to be minor as specified in paragraph H.2 below, the final decision deadline shall be forty-five (45) days from the date of the complete application submission. However, whenever SPA is part of any special permit, permit, and/or variance application, the requirements of the Zoning By-Laws and of this Section XA relevant to special permits, permits, and/or variances shall instead apply, except that the public hearing shall not be held sooner than thirty (30) days after the date of the complete application submission.

6. Whenever the ZBA includes SPA as part of any special permit, permit, and/or variance application, the Planning Board shall review the SPA application as required by this Section X A, and submit a written report with findings and recommendations to the ZBA. The Planning Board shall concurrently submit to the ZBA copies of reports received from other boards. All reports shall be submitted to the ZBA prior to the public hearing held by the ZBA, and the Planning Board shall not hold a public hearing. The ZBA shall notify the Planning Board of the date of said hearing as soon as said date is set.

7. The ZBA, whenever it includes SPA as part of any special permit, permit, and/or variance application, shall give due consideration in its decision to the findings and recommendations of the Planning Board report. The decision of the ZBA may deviate from said report, but the ZBA shall submit to the Planning Board written justifications for each such deviation prior to the ZBA's decision deadline.

8. SPA shall lapse if implementation of the proposal has not commenced within two (2) years from the date of approval nor has been completed within five (5) years from the date of approval. An extension of the time for said commencement may be granted for up to six (6) months, while extensions of the

time for said completion may be granted without limitation, both extensions to be granted by the Planning Board.

9. The applicant may agree in writing to extend any of the deadlines within this Section X A.

10. Any person aggrieved by a decision of the Planning Board made as required by this Section X A may appeal said decision pursuant to MGL Ch. 40A, s. 8. Any person aggrieved by a decision of the ZBA made as required by this Section X A may appeal said decision pursuant to MGL Ch. 40A, s. 17.

E. APPLICATION REQUIREMENTS

1. An application as required by paragraphs E.2, E.3, and E.4 below shall be submitted when required by paragraph A above.

2. A prospective applicant may submit review copies of preliminary site plans only (not including the application form) to the Planning Board or its agent in quantities sufficient for distribution to relevant boards and departments. Such plans shall not constitute a formal application for site plan approval and need not be stamped or certified by professionals.

3. Plans shall be stamped or certified by an appropriate registered professional, such as an architect, landscape architect, land surveyor, engineer, etc., unless this requirement is specifically waived by the Planning Board in accordance with the SPA regulations.

4. A complete SPA application submission shall include the information and requirements set forth in this Section X A and in the regulations for SPA, which shall include, but not be limited to, the following completed items:

   a. Regulatory Requirements. A list (provided as part of the blank application form) indicating required permits, approvals, licenses, etc. relevant to SPA, including the name of the issuing agency and the relative timing of each.

   b. Requested Waivers. A list of requested waivers from this Section X A and/or the regulations for SPA, with justification for each waiver explaining how each is in the public interest and is not inconsistent with this Section X A and said regulations.

   c. Site Plans. Site plans suitable for recording or registration, and showing existing and proposed descriptive and physical features, such as: lot lines, easements, rights-of-way, and other such features and matters on record at the Middlesex County South District Registry of Deeds, or its Land Registration Office; natural land features (such as topographical data), man-made improvements (surface and sub-surface), including all structures, water courses, ponds, brooks, wetlands, flood plains, ditches, culverts, methods of handling surface and sub-surface drainage, and vehicular and pedestrian ways.

   d. Water Resources Impacts. A description and analysis of measures proposed to prevent pollution of surface and ground water, erosion of soil, excessive run-off of precipitation, excessive raising or lowering of the water table, and flooding of other properties.

   e. Landscape Impacts. A description and analysis, with sketches as needed, of design features intended to integrate the proposed new or altered buildings, structures, signs, plantings, etc. into the existing landscape to preserve and enhance existing aesthetic assets of the site, and to screen objectionable features from adjacent properties.

   f. Traffic Impacts. A detailed traffic impact study, including, but not limited to:

      1) The projected number of motor vehicle trips to enter or depart from the site shall be estimated for an average day and for peak hours.

2) The projected traffic flow patterns for both vehicular and pedestrian traffic shall be described and related to the site plan, including vehicular movements at intersections likely to be affected by the proposed activity.

3) The impact of this traffic upon existing streets shall be evaluated in relation to road capacities.

g. Waste Disposal Impacts. A description and analysis of proposed waste disposal practices and their impacts; and a description and analysis of past waste disposal practices and their impacts insofar as said practices and impacts can be determined from reasonably available historical sources.

F. STANDARDS AND CRITERIA

1. The Planning Board shall review the complete application submission and determine whether said submission is consistent with the standards and criteria in this paragraph F. If the Planning Board finds that said standards and criteria have been met, and if it does not make any of the findings set forth in paragraph G below, it shall approve the submission with or without conditions.

2. The following standards and criteria, specifically defined for each zoning district, shall be included in the SPA regulations:

a. The proposal shall be integrated into the existing terrain and surrounding landscape. Proposals shall to the extent feasible:

1) minimize the use of wetlands, steep slopes, flood plains, and hilltops;

2) preserve natural or historic features;

3) maximize retention of open space;

4) preserve scenic views from publicly accessible locations;

5) minimize tree, vegetation, and soil removal, blasting and grade changes; and,

6) screen objectionable features from adjacent properties and roadways.

b. The proposal shall include an adequate water supply system; and adequate sewage and other waste disposal systems. Where sewage disposal systems are required, the applicant shall submit information as required by the Board of Health.

c. The proposal shall incorporate measures adequate to prevent pollution of surface water or groundwater; to minimize erosion and sedimentation; and to prevent changes in groundwater levels, increased rates of run-off, and to minimize potential for flooding. Drainage shall be designed to maximize groundwater recharge, and to prevent any increase in the rate and volume of run-off at the site's perimeter.

d. To the extent feasible, the proposal shall minimize demands placed on Town services and infrastructure.

e. The proposal shall provide safe vehicular and pedestrian movement within the site and to adjacent ways, including sidewalks, crosswalks, and the like.

f. Design of buildings, structures, and landscaping shall be in harmony with the prevailing character and scale of said buildings, structures, and landscaping of the zoning district of the site, and of adjacent properties. Such design shall include the use of appropriate building materials, screening, and similar architectural techniques.

g. To the extent practicable, electric, telephone, cable television, and other utilities on the site shall be placed underground.

h. Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and structures, and similar unsightly buildings, structures, uses, and activities shall be set back and/or screened to the extent feasible to protect adjacent properties from objectionable features.

i. To the extent feasible, proposals shall be designed to minimize shadows cast on adjacent properties in residential zoning districts.

j. There shall be no unreasonable glare from lighting, whether director or reflected, onto roads and other ways, into the night sky, or onto adjacent properties in residential zoning districts.

k. The proposal shall comply with the Zoning By-Laws. However, proposals that do not so comply may be approved hereunder if such non-compliance is permitted by the ZBA pursuant to other sections of the Zoning By-Laws and the applicable provisions of this Section X A.

G. REASONS FOR DISAPPROVAL

1. The Planning Board shall approve the complete application submission in the form submitted or with reasonable conditions based upon the standards and criteria set forth in paragraph F above, unless the Planning Board finds that:

   a. The submission is incomplete (see paragraph E above); or,

   b. The imposition of reasonable conditions likely would not ensure that the proposal would conform to the standards and criteria set forth in paragraph F above; or,

   c. The proposal does not comply with the Zoning By-Laws. However, proposals that do not so comply may be approved if such non-compliance is permitted by the ZBA pursuant to other sections of the Zoning By-Laws and applicable provisions of this Section X A.

H. REVISIONS AND AMENDMENTS TO APPROVED SITE PLANS

1. No revision or amendment to any approved site plan shall be made until application for such has been approved as required by this Section X A.

2. Except when SPA has been included as part of a special permit, permit, and/or variance, any application for revisions or amendments to approved site plans shall be submitted in writing to the Planning Board, which shall determine in writing whether the proposed revisions or amendments are minor. Revisions or amendments to said approved site plans proposing only changes that are internal to existing structures shall be determined to be minor. Whenever the Planning Board determines in writing that said proposed revisions or amendments are minor, do not significantly impact the public interest, and are consistent with the purposes of the Zoning By-Laws, it may amend said approved site plan in accordance with the procedures set forth at paragraph D above, except that a public hearing need not be held, and except that the final decision deadline shall be forty-five (45) days from the date of the complete application submission.

3. Whenever the Planning Board determines in writing that proposed revisions or amendments to approved site plans are major (that is, not minor as specified in paragraph H.2 above), or whenever said approved site plans have been included as part of any special permit, permit, and/or variance, applications for said proposed revisions or amendments shall be submitted in writing to the Planning Board or ZBA, whichever was the issuing authority, and the requirements of the Zoning By-Laws and of this Section X A relevant to special permits, permits, and/or variances shall instead apply.

I. REGULATIONS AND FEES

1. The Planning Board shall adopt and publish within twelve (12) months of the effective date of this Section X A, and may periodically amend, SPA regulations, which shall conform to the requirements of

this Section X A, and which may define the scope and format of reports required hereunder. Said regulations shall include a requirement for surety to secure the completion of all SPA-required improvements, exclusive of improvements on structures, in an amount and form determined by the Planning Board or its agent. Said regulations shall also include a provision that the Planning Board may waive strict compliance with said regulations only when, in the written judgment of the Planning Board, said waiver is in the public interest and is not inconsistent with the Zoning By-Laws and this Section X A and said regulations.

2. The adoption or amendment of said regulations shall be after a public hearing, which shall be advertised two different weeks in a newspaper of general local circulation, the first advertisement to appear no less than seven (7) calendar days prior to the date of the hearing. Adoption or amendment of said regulations shall be by majority vote of the Planning Board.

3. The Planning Board shall establish and periodically amend a schedule of fees for applications submitted as required by this Section X A. No application for SPA shall be considered complete unless accompanied by the required fees.

***PROPONENTS' COMMENTS:*** Approval of site plans, generally for non-residential developments, involves technical review of development impacts such as traffic, grading and drainage, landscaping, structure massing, waste disposal, water and other utility systems, and so on. Site plan approval has evolved from, and is authorized by the special permit section of The Zoning Act, except that, unlike special permitting, site plan approval must be granted if all the technical requirements can be met, with reasonable conditions if necessary. In other words, site plan approval is legally non-discretionary. Due to its technical and non-discretionary nature, site plan approval is distinctly different from the granting of special permits.

Special permits, and site plan approval, can be granted by a variety of boards designated by The Zoning Act, including the Planning Board and the Zoning Board of Appeals (ZBA). Because site plan approval is similar to subdivision review, many communities designate the planning board as the site plan approval authority, although some designate the ZBA. Currently in Wayland the ZBA is the site plan approval authority, including it as part of other permits it grants. This article proposes to separate site plan approval from non-discretionary permits, as required by law; and to assign review of, and in some cases the granting of, site plan approval to the Planning Board. In addition, this article specifies the technical requirements of site plan approval; exempts residential developments; exempts certain other non-residential developments that would otherwise require site plan approvals but only when their impacts are below certain specified thresholds; and requires the Planning Board to adopt site plan approval regulations and fees.

***FINANCE COMMITTEE COMMENTS:*** Site Plan Approval currently is required for any construction or change in use of any building in a commercial district. This article expands the role of the Planning Board in the Site Plan Approval process and specifies circumstances under which Site Plan Approval is not needed.

The article proposes that the Planning Board grant Site Plan Approval when other zoning permits (variance or special permit) are not required. In situations requiring such permits, the Zoning Board of Appeals would continue to have the authority to grant Site Plan Approval as well as the zoning permits. The application would be reviewed by the Planning Board, which would provide the Zoning Board of Appeals with a report regarding the Site Plan.

The Planning Board will also develop regulations to govern the Site Plan Approval Process, similar in flavor to its present Subdivision Regulations. Such regulations could be changed by a vote of the Planning Board after a public hearing.

Present Zoning By-Laws require Site Plan Approval for any change, no matter how minor. This article proposes criteria to allow small changes without such approval, thus easing the burden on business owners.

A Site Plan Approval article similar in spirit to the current article was passed over at the 1992 Annual Town Meeting on the recommendation of the Planning Board. This Article takes into account many of the concerns raised at Planning Board hearings on the 1992 and 1993 Articles.

The proposed process would make it easier for a business owner to make small changes, but substantial alterations would undergo a more thorough treatment than at present, because of the wide range of expertise of the larger number of reviewers.

***ARGUMENTS IN FAVOR:*** This article would clarify the Site Plan Approval process, which is now undertaken with few written guidelines by the Zoning Board of Appeals. The Site Plan Approval process is similar to the Subdivision process, now carried out by the Planning Board. The Site Plan and Subdivision regulations constitute a Plan for the Town; developers would have a written reference to consult and would thus have a better idea of what is expected of them. The Planning Board has this authority in many communities similar to Wayland.

The proposed process would make it easier for a business owner to make small changes, but substantial alterations would undergo a more thorough treatment than at present, because of the wide range of expertise of the larger number of reviewers.

***ARGUMENTS OPPOSED:*** The increased effort required to apply to two boards, which will be required in the vast majority of cases, is overly burdensome to applicants. Reaching a decision on even the most modest proposals is already very time-consuming.

Increasing the role of regulations in the approval process, while appealing from an efficiency standpoint, may circumvent the approval of Town Meeting for changes that affect the fundamental character of the Town.

The criteria triggering Site Plan Approval (square footage and gross floor area) may not catch some substantial changes, such as changing the facade of a building. Further study may allow the development of different criteria or other changes to this section of the By-Law.

Some oppose granting the Planning Board the power to impose a security surety (such as a performance bond) to ensure compliance with the conditions of Site Plan Approval.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***REQUIRED PLANNING BOARD REPORT:*** The Planning Board is offering this article to amend Section XA of the Wayland Zoning By-Laws, Site Plan Approval. The article proposes to: (1) transfer responsibility for Site Plan Approval from the Zoning Board of Appeals to the Planning Board except where a special permit or variance is also required; (2) require that submissions, procedures, site plan standards all be in accordance with the published rules and regulations of the Planning Board and the Zoning By-Laws; and (3) integrate the Site Plan Approval and Special Permit procedures for Wayland.

The original of this article was the Planning Board's review of the Limited Commercial District section of the Zoning By-Laws. The issue of Site Plan Approval came into focus during this review and the associated public hearings on Limited Commercial Districts. The question was raised whether and how Site Plan Approval was different from the special permit process. We proposed an article for the 1992 Annual Town Meeting and then recommended that it be passed over in order to provide further refinement.

The special permit process is a discretionary process. Historically and by state law it has resided with the ZBA; but it can also be vested in other Boards. Under the special permit process the special permit granting authority may approve an application, may approve the application with conditions, or may deny the application. The salient point is that the application may be denied on the basis of the informed and reasonable discretion of the granting authority. The Wayland Zoning By-Laws require the applicant to show to the satisfaction of the special permit granting authority that the use of the premises "shall not be

against the public interest, shall not derogate from the character of the neighborhood in which the use is to occur, and shall not be detrimental or offensive because of" a list of specific requirements. "When not so satisfied, the special permit granting authority shall refuse a permit".

The Site Plan Approval process is regulatory rather than discretionary. Site plan review provides for the regulation of a use rather than its prohibition. The proposed amendment to the Zoning By-Laws would establish a procedure for Site Plan Approval for business and commercial development similar to the subdivision approval process. An application under the proposed Site Plan Approval process will be reviewed in accordance with published rules and regulations covering both procedures and design standards.

Before making a recommendation to the Town, the Planning Board reviewed the zoning by-laws of Concord, Framingham, Weston, Acton and ten other towns. We have incorporated what we believe is best and appropriate for Wayland into the proposed article. Much of the proposed article was drawn from Concord and Weston zoning by-laws.

The split of responsibilities defined in Wayland's Zoning By-Laws follows the historical development of the State's statutes where originally the Zoning Board of Appeals or alternatively the Selectmen were the special permit granting authority. G.L. c40A, S1A added Planning Boards as possible special permit granting authorities in 1975. The proposed amendment would put both the authority and responsibility for developing and maintaining planning standards for business and commercial development by the Site Plan Approval process with the Planning Board. This is the same authority and responsibility the Planning Board has for sub division control. We believe that these responsibilities are an integral part of the planning process.

The business community has requested that the issue of interchangeable uses be examined. At the present time every change of use, including a new tenant, requires a site plan review. The Planning Board proposes that changes in an existing development could be handled administratively by the Town Planner if the change were below the thresholds contained in the article. Changes that are in excess of these thresholds would still require Site Plan Approval by the Planning Board.

The proposed amendment would require that Site Plan Approval be a prerequisite to a special permit. The Planning Board would conduct its review in accordance with its rules and regulations, but without a hearing, and file a report with the ZBA. The ZBA would then conduct its special permit proceedings, including a hearing. The ZBA would have the final decision in its discretionary capacity on special permits.

Some argue that more time than proposed is needed for review of the article. Proposed changes to Site Plan Approval have been on the public agenda for the past two years. There is an argument that the proposed review could take longer than the 45 days presently specified. The proposed review time is consistent with the majority of other towns that we have reviewed.

The Planning Board recommends adoption of the article.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 23: RECLASSIFY COMPENSATION GRADE OF LIBRARY DIRECTOR POSITION

*Proposed by: Board of Library Trustees*

To determine whether the Town will amend the Personnel By-Laws, Article III, WAGE AND SALARY CLASSIFICATION PLAN previously adopted by the Town by changing the compensation grade for the position of Library Director from "G-3" to "G-4" effective July 1, 1993.

***FINANCE COMMITTEE COMMENTS:*** This Article is proposed by the Library Trustees in order to change the status of the Library Director position from "G-3" to "G-4" under the Town's Wage and Salary Classification Plan. An internal comparison with other Town positions prepared by the Executive Secretary indicates that the Library Director position is more similar in duties and responsibilities (size of budget/number of personnel) to the administrative heads of the other G-4 positions (water/parks) than to the other G-3 positions (data processing/surveyor). A market comparison with other communities conducted by the Executive Secretary indicates that the G-3 salary range slightly trails the market for the Library Director position in other towns while the G-4 range slightly exceeds it. The effect of the Article would be to increase the minimum and maximum salary levels for the Library Director position.

***ARGUMENTS IN FAVOR:*** The proposed change in status would more accurately correlate with the actual duties and responsibilities of the Library Director. Similar changes in status have been made in prior years on an individual basis with respect to other Town positions.

***ARGUMENTS OPPOSED:*** The Personnel Board would prefer to defer consideration of this Article until it has completed a review and evaluation of the status and grade of all Town positions that are subject to the Wage and Salary Classification Plan.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 41, Section 108A.

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## ARTICLE 24: ACCEPT STREETS

*Proposed by: Board of Road Commissioners*

To determine whether the Town will accept as town ways the following portions of streets laid out by the Board of Road Commissioners:

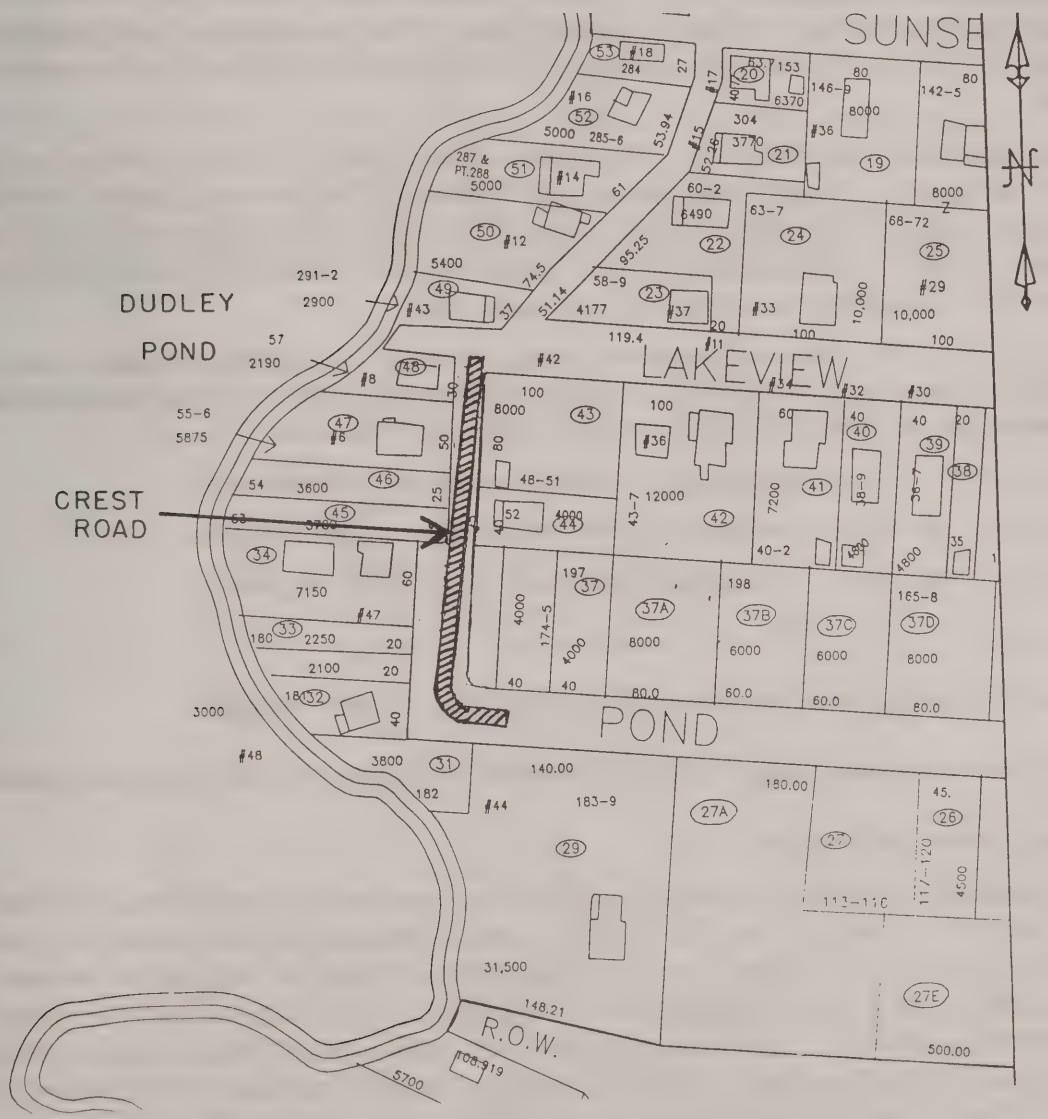
> A portion of Crest Road between Lakeview Road and Pond Drive as described in a Plan of land in Wayland, Mass Showing Portions of Pond Drive and Crest Rd. dated March 12, 1993 by MacCarthy and Sullivan Engineering Inc.

and to authorize the Board of Road Commissioners or the Board of Selectmen, as the case may be, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise for highway purposes the fee or any lesser interests, including easements for drainage, slope or otherwise, in the portion of roadways described above; to appropriate a sum of money to compensate the landowners abutting said portions of roadways; and to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer from funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal Government, by borrowing under authority of Massachusetts General Laws, Chapter 44 or otherwise.

***FINANCE COMMITTEE COMMENTS:*** This article will transfer the street from private ownership to the Town. The street has been unimproved for decades and was recently paved with a combination of Town and grant funds and is now ready to become the property of the Town.

***RECOMMENDATION***: Information is not complete on this Article. The Finance Committee will make a recommendation at Town Meeting.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 82, Section 23; Two-thirds for exercise of eminent domain powers - see Massachusetts General Laws Chapter 40, Section 14; Two-thirds for Borrowing - see Chapter 44, Section 7.



## ARTICLE 25: DUDLEY POND REGULATIONS

*Proposed by: Board of Selectmen*

To determine whether the Town will amend Article 32, Dudley Pond Rules and Regulations, of its General By-Laws by adding the following paragraph 2.11 to Section 2:

"2.11 After April 15th and before October 16th of each year, no craft shall be launched into or removed from Dudley Pond by trailer. The foregoing shall not preclude the hand-carrying of any craft into and out of Dudley Pond."

*FINANCE COMMITTEE COMMENTS:* Dudley Pond is a prime natural resource that the Town of Wayland conscientiously has been trying to preserve for many years. The recreational use and viability of the pond is under constant threat by the invasive, non-native weed, Eurasian Milfoil, which is becoming common in the Northeast.

Trailers are a major source of transmission of this weed, and by limiting the use of trailers entering Dudley Pond, the Town expects to significantly reduce the likelihood of reinfestation, thereby minimizing future expenditures and chemical treatments. Milfoil is known to cling and hide undetected in the many crevices of boat trailers. Even dry shreds rejuvenate when placed in water. The simpler surfaces of craft are less likely to retain Milfoil fragments and are more easily inspected.

*ARGUMENTS IN FAVOR:* This measure is intended to protect the Town's investments in Dudley Pond. In 1992, the Town and citizens invested more than $19,000 to battle the Milfoil invasion there. Moreover, the proposed period of restriction permits seasonal boaters to transfer their craft without such restriction.

*ARGUMENTS OPPOSED:* The proposed regulations would inconvenience transient users.

*RECOMMENDATION:* The Finance Committee recommends approval. Vote: Unanimous.

*QUANTUM OF VOTE:* Majority - see Massachusetts General Laws Chapter 40, Section 21.

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## ARTICLE 26: TRANSFER AND CONVEY A PORTION OF THE "LORD" PARCEL

*Proposed by: Board of Road Commissioners, Conservation Commission, and Historical Commission*

To determine whether the Town will:

(a) instruct the Board of Road Commissioners and/or the Conservation Commission, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of a parcel of land containing 12 acres more or less, north of the Boston Post Road and adjacent to the west side of the Sudbury River to the Board of Selectmen for the purpose of conveying the fee or any lesser interest in said parcel being shown as "land to be conveyed" on a plan entitled "Plan of Land in Wayland, mass. Showing Land To Be Conveyed, on Boston Post Road on the West Side of the Sudbury River", dated March 10, 1993, by the Wayland Town Surveyors Office, on file with the Town Clerk;

(b) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to convey and sell the fee or any lesser interest in the land described in paragraph (a) above pursuant to G.L. Chapter 30B;

(c) instruct the Town Accountant to place the proceeds from the above conveyance and sale in a separate account to be used by the Highway Department for the purchase of sand when and as required by the Department.

***FINANCE COMMITTEE COMMENTS:*** This Article would authorize the Selectmen to convey to the Great Meadows National Wildlife Refuge the parcel of land that lies between the Sudbury River and the paved road leading to the landfill (see map on separate page). This land is presently being held for its value as a source of sand and gravel. It is anticipated that the selling price will cover the cost of buying an equivalent amount of material elsewhere, and the proceeds from such a sale will be earmarked for that purpose.

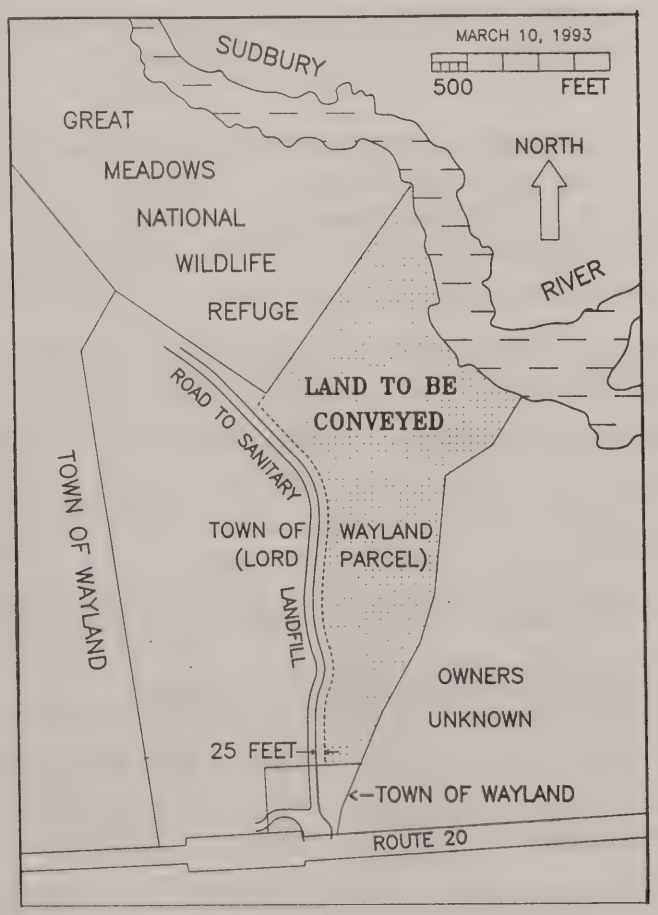
***ARGUMENTS IN FAVOR:*** This spectacular parcel can be preserved at no cost to the Town. It has archaeological value with respect to the Native American artifacts and features found there, it creates an attractive, tree-covered border to the west of the Sudbury River, it shields the landfill operation from view when driving west on Route 20, it is the home of the Blue-spotted Salamander, a rare species listed with the Massachusetts Division of Fisheries and Wildlife, and it will probably result in payments-in-lieu-of-taxes to the Town.

***ARGUMENTS OPPOSED:*** The sand and gravel, valuable resources to the Town, should be removed from this parcel before it is delivered to another party.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:***

Paragraph (a) Two-Thirds - see Massachusetts General Laws Chapter 40, Section 15A.
Paragraph (b) Majority - see Massachusetts General Laws Chapter 40, Section 3.
Paragraph (c) Majority.



## ARTICLE 27: INCREASE THE NUMBER OF BOARD OF HEALTH MEMBERS

*Proposed by: Board of Selectmen and Board of Health*

To determine whether the Town will increase the number of elected Board of Health members from three to five beginning with the annual town election to be held in April, 1994.

***FINANCE COMMITTEE COMMENTS:*** This Article has been proposed by the Board of Selectmen and agreed to by the Board of Health with a 2 to 0 vote with one abstention.

At one time the Board of Health operated without a Director and with a single engineering consultant. As the work load of the Board grew, the members were required to perform much of the work, resulting in overload for some members. In 1989 the position of Health Director was created and filled. The Board has also contracted with an engineering firm for environmental professional services. Using a firm instead of a single individual provides a broader range of expertise. The work of the Board of Health has changed significantly as a result of these changes. The workload for Board members has been reduced and incomplete terms on the Board have not been a problem.

***ARGUMENTS IN FAVOR:*** The interests of the Town would be better served with a five member board. The principal argument for this change is to improve the continuity of membership on the Board. In the past there have been instances of three member boards with their senior member having served less than one year. It is important that there be stability, experience, and long-term memory in all the work Town boards conduct. Also, a larger board will spread the workload a little thinner, possibly making the job more attractive, perhaps drawing more interest in the job. It may also improve the probability of long term continuity.

***ARGUMENTS OPPOSED:*** This enlargement of membership was not requested by the Board of Health. It was initiated by the Board of Selectmen in the context of an issue with the Board of Appeals and spread to other boards having three members. Little analytical work has been done to see what problems exist and how a five member board would solve those problems. No joint meetings of the Board of Health and Selectmen have been conducted to discuss and resolve problems.

The Board of Health now has a health Director who carries much of the operational and technical workload for the Board. The Board assumes responsibility for policy and procedure.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: 4-2.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 41, Section 1.

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## ARTICLE 28: INCREASE THE NUMBER OF ZONING BOARD OF APPEALS MEMBERS

*Proposed by: Board of Selectmen and the Zoning Board of Appeals*

To determine whether the Town will increase the number of appointed Board of Appeals members from three to five as of July 1, 1993 by amending Section X (a) of the Zoning By-Laws of the Town of Wayland by striking from the first line thereof "three members" and inserting "five members" in place thereof so that Section X (a) reads as follows:

"SECTION X

(a) A Board of Appeals of five members and three associate members to be appointed by the Selectmen is hereby created under provisions of Chapter 40A of the General Laws, as amended, to assume the duties and powers given to such Board herein before stated and further powers as follows:"

***FINANCE COMMITTEE COMMENTS:*** The Zoning Board of Appeals now consists of three full members and three associate members. Each case is heard by a panel of three members, and a unanimous vote is required for each decision. Chapter 40A of the General Laws (The Zoning Act) permits a town to choose either a three-member or a five-member Board of Appeals; with a five-member Board, a decision on a request for a variance or a special permit can be made with four votes. The five-member board would also have three associate members.

***ARGUMENTS IN FAVOR:*** A five-member Board will be better able to spread the workload of writing decisions, writing amendments to the Zoning By-laws, and attending Selectmen's meetings about zoning-related business. Expanding panel size will allow the inclusion of more points of view in each decision.

***ARGUMENTS OPPOSED:*** After the first hearing, scheduling of subsequent sessions (to continue the hearing or discuss the case) would require coordination of the schedules of two additional persons. This might make it difficult to meet the Chapter 40A requirements that a hearing be held within 65 days of application and that the Board's decision be filed within 100 days. (Failure to act is deemed a constructive grant of the variance or appeal.)

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Two-Thirds - see Massachusetts General Laws Chapter 40A, Section 5.

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## ARTICLE 29: TRANSFER AND GRANT AN EASEMENT FOR INSTALLATION OF A SEPTIC SYSTEM

*Proposed by: Board of Selectmen and Wayland Housing Authority*

To determine whether the Town will :

(a) instruct the Board of Selectmen, with the approval of Town Counsel as to form, to transfer care, custody, management and control of a portion of the land on Millbrook Road now used for the Public Safety Building to the Board of Selectmen for the purpose of conveying the fee or any lesser interest to the Wayland Housing Authority for the purpose of constructing a septic system thereon for not more than two (2) units of low-income family and/or handicapped housing, and a septic system for the Public Safety Building and shown on a plan entitled "Plan of Land in Wayland, Mass. Showing An Easement for a Septic System" dated March 8, 1993, by the Wayland Town Surveyors Office, and said plan on file in the office of the Town Clerk, and

(b) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to convey and transfer to the Wayland Housing Authority, for nominal consideration, all or any portion of the above-described property for the aforesaid purpose of constructing a septic system thereon for not more than two (2) units of low-income family and/or handicapped housing.

***FINANCE COMMITTEE COMMENTS:*** The Wayland Housing Authority wants to have built two units of low-income family and handicapped housing on property on Millbrook Road, currently held by the Selectmen, but cannot do so because the land will not support a septic system. Therefore, an easement is requested on a portion of the Public Safety Building parking lot, which is adjacent, for the purpose of

placing the septic system there. A study conducted within this past year indicates that there is sufficient percable land at the Public Safety Building to permit this easement, as well as providing enough additional space to construct a new septic system for the Public Safety Building.

This article further requests transfer of control of the described portion of the land to the Wayland Housing Authority for the purpose of constructing a septic system.

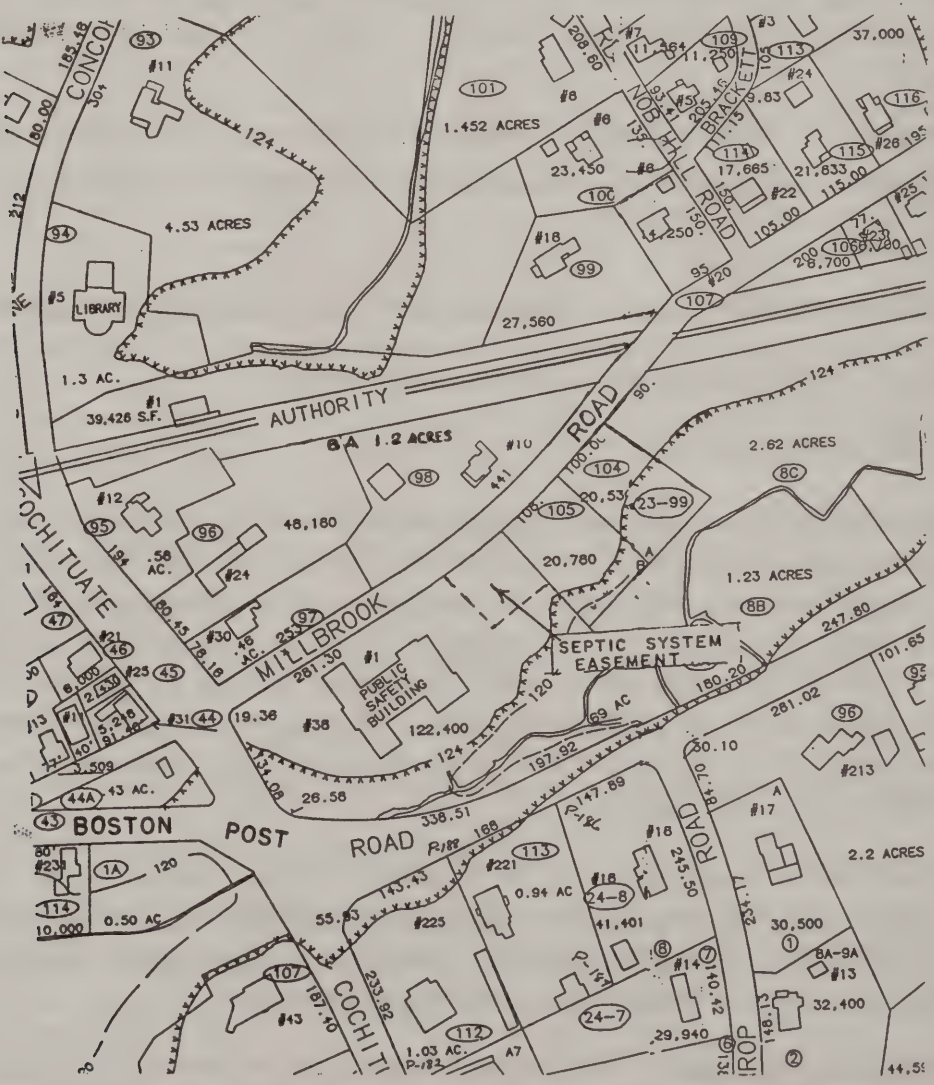
***ARGUMENTS IN FAVOR:*** There is sufficient percable land to accommodate septic systems for both the desired housing units and the Public Safety Building. A favorable vote on this Article would allow the Housing Authority to proceed with the first step necessary in the construction of additional housing stock.

***ARGUMENTS OPPOSED:*** The Finance Committee is not aware of any.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:***

Paragraph (a) Two-Thirds - see Massachusetts General Laws Chapter 40, Section 15A.
Paragraph (b) Majority - see Massachusetts General Laws Chapter 40, Section 3.



## ARTICLE 30: SELL OR TRADE VEHICLES AND EQUIPMENT

*Proposed by: Board of Selectmen*

To determine whether the Town will authorize the Selectmen to sell or otherwise dispose of certain vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment or otherwise.

***FINANCE COMMITTEE COMMENTS:*** It is necessary to obtain authorization by a vote of Town Meeting to sell, trade or otherwise dispose of Town property valued at $200 or more. The following items are scheduled for disposal in FY 1994.

| | | |
|---|---|---|
| Highway Department | (1) Front-end Loader | 1980 |
| | (1) 3/4 Ton Pick-Up Truck | 1986 |
| Park and Recreation Department | (1) 72" Hustler Mower | 1983 |
| | (1) 52" Bunton Mower | 1987 |
| | (1) 48" Olathe Sweeper | 1987 |
| School Department | (1) GMC School Bus | 1985 |
| Police | (1) Crown Victoria | 1989 |
| | (1) Crown Victoria | 1990 |
| Building Commissioner | (1) Crown Victoria | 1990 |
| Youth and Adolescent Services | (1) Chevette | 1984 |

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority.

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## ARTICLE 31: TRANSFER OF FUNDS

*Proposed by: Board of Selectmen*

*Estimated Cost: $100,000*

To determine what sum, if any, the Town will transfer from available funds to meet any of the appropriations made under the foregoing Articles and/or any assessments levied by the Commonwealth of Massachusetts or Middlesex County.

***FINANCE COMMITTEE COMMENTS:*** This Article will transfer $100,000 from Pension Reserve Fund to General Fund to pay a portion of the County Retirement Assessment.

***RECOMMENDATION:*** The Finance Committee recommends approval. Vote: Unanimous.

***QUANTUM OF VOTE:*** Majority - see Massachusetts General Laws Chapter 44, Section 33B.

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G SCHEDULE
EFFECTIVE JULY 1, 1993

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 | STEP 11 | STEP 12 | STEP 13 | STEP 14 | STEP 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G7 | $54,539 | $55,707 | $56,876 | $58,044 | $59,213 | $60,383 | $61,551 | $62,720 | $63,888 | $65,057 | $66,225 | $67,394 | $68,562 | $69,732 | $70,901 |
| G6 | $50,036 | $51,108 | $52,180 | $53,252 | $54,324 | $55,396 | $56,468 | $57,541 | $58,613 | $59,685 | $60,757 | $61,829 | $62,901 | $63,975 | $65,047 |
| G5 | $45,904 | $46,888 | $47,871 | $48,858 | $49,838 | $50,823 | $51,806 | $52,790 | $53,773 | $54,757 | $55,740 | $56,724 | $57,709 | $58,692 | $59,676 |
| G4 | $42,114 | $43,016 | $43,919 | $44,821 | $45,724 | $46,626 | $47,528 | $48,431 | $49,334 | $50,236 | $51,138 | $52,041 | $52,943 | $53,845 | $54,749 |
| G3 | $38,637 | $39,464 | $40,292 | $41,120 | $41,948 | $42,777 | $43,605 | $44,432 | $45,260 | $46,088 | $46,916 | $47,744 | $48,572 | $49,399 | $50,227 |
| G2 | $35,447 | $36,206 | $36,965 | $37,726 | $38,485 | $39,244 | $39,899 | $39,721 | $41,523 | $42,282 | $43,043 | $43,802 | $44,561 | $45,320 | $46,081 |
| G1 | $32,519 | $33,217 | $33,914 | $34,610 | $35,307 | $36,004 | $36,700 | $37,398 | $38,095 | $38,791 | $39,488 | $40,185 | $40,882 | $41,578 | $42,276 |

G SCHEDULE
EFFECTIVE JANUARY 1, 1994

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 | STEP 11 | STEP 12 | STEP 13 | STEP 14 | STEP 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G7 | $55,766 | $56,960 | $58,156 | $59,350 | $60,546 | $61,741 | $62,936 | $64,131 | $65,325 | $66,521 | $67,715 | $68,911 | $70,105 | $71,301 | $72,496 |
| G6 | $51,161 | $52,258 | $53,354 | $54,450 | $55,546 | $56,643 | $57,739 | $58,835 | $59,932 | $61,028 | $62,124 | $63,220 | $64,317 | $65,414 | $66,510 |
| G5 | $46,937 | $47,943 | $48,949 | $49,957 | $50,960 | $51,966 | $52,972 | $53,978 | $54,983 | $55,989 | $56,995 | $58,000 | $59,007 | $60,013 | $61,018 |
| G4 | $43,062 | $43,984 | $44,907 | $45,829 | $46,753 | $47,675 | $48,598 | $49,521 | $50,444 | $51,366 | $52,289 | $53,212 | $54,134 | $55,057 | $55,980 |
| G3 | $39,506 | $40,352 | $41,199 | $42,046 | $42,892 | $43,739 | $44,586 | $45,431 | $46,278 | $47,125 | $47,972 | $48,818 | $49,665 | $50,511 | $51,358 |
| G2 | $36,244 | $37,021 | $37,797 | $38,574 | $39,351 | $40,127 | $40,797 | $40,614 | $42,457 | $43,234 | $44,011 | $44,787 | $45,564 | $46,340 | $47,117 |
| G1 | $33,251 | $33,964 | $34,677 | $35,389 | $36,101 | $36,814 | $37,526 | $38,240 | $38,952 | $39,664 | $40,377 | $41,089 | $41,801 | $42,514 | $43,227 |





## SG-SCHEDULE

| | | | EFFECTIVE JULY 1, 1992 | | EFFECTIVE JULY 1, 1993 | | EFFECTIVE JANUARY 1, 1994 | |
|---|---|---|---|---|---|---|---|---|
| GRADE | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| SG-7 | $30,804 | $40,045 | $31,420 | $40,846 | $32,127 | $41,765 | $32,850 | $42,705 |
| SG-6 | 28,522 | 37,078 | 29,092 | 37,820 | 29,747 | 38,671 | 30,416 | 39,541 |
| SG-5 | 26,409 | 34,332 | 26,937 | 35,019 | 27,543 | 35,807 | 28,163 | 36,612 |
| SG-4 | 24,453 | 31,789 | 24,942 | 32,425 | 25,503 | 33,154 | 26,077 | 33,900 |
| SG-3 | 22,642 | 29,434 | 23,095 | 30,023 | 23,614 | 30,698 | 24,146 | 31,389 |
| SG-2 | 20,964 | 27,254 | 21,383 | 27,799 | 21,864 | 28,425 | 22,356 | 29,064 |
| SG-1 | 19,412 | 25,235 | 19,800 | 25,740 | 20,246 | 26,319 | 20,701 | 26,911 |

* * * * * * * * * * *

You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town, seven days at least, before the time appointed for the Annual Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 16, 1993.

Given under our hands and seals this 12th day of April, 1993.

Dennis J. Berry, Chairman
Iryna W. Priester, Vice Chairman
Mary M. Antes
Marcia P. Crowley
George H. Harris

Selectmen of the
Town of Wayland

Sema M. Faigen, Chairman
Alfred H. Bellows
Harry A. Hanson, III
Donald S. Keller
Walter F. Pope
Joel H. Sirkin
Jane Sanford Stabile

Finance Committee

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* * * * * * * * * * *

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Finance Committee

## *TOWN MEETING PROCEDURES*

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document "Some Pertinent Information about Wayland's Town Meeting Procedures," prepared by the Moderator. It may be obtained from the Selectmen's office or at the Town Meeting.

## *QUANTUM OF VOTE*

The quantum of vote is specified in the warrant for each article.

For those articles involving appropriations which are anticipated to be provided by taxation or from available funds or transferred funds previously appropriated for another purpose, a majority quantum of vote is indicated. For articles which are anticipated to be funded by borrowing, a two-thirds quantum of vote is indicated.

Certain articles request the action of Town Meeting under its general legislative powers (*i.e.*, to hear and accept reports, to appoint a committee, to adopt a resolution or "sense of the meeting" vote, *etc.*), and in such cases no particular statute is referenced. Town Counsel has advised that, as a matter of common-law precedent in Massachusetts, such matters are to be decided by a majority vote.

CORRECTION: The wording for Article 27, which is presented on page 78 of this warrant, is presented in error. The words "beginning with the annual town election to be held in April, 1994" should be deleted. The correct wording for the article is as follows: "To determine whether the Town will increase the number of elected Board of Health members from three to five."

TOWN OF WAYLAND
*Board of Selectmen*
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WAYLAND, MA 01778

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